

ICT Application in Library Services Unit –2

Automation of Acquisition –House Keeping
operations

Presented By

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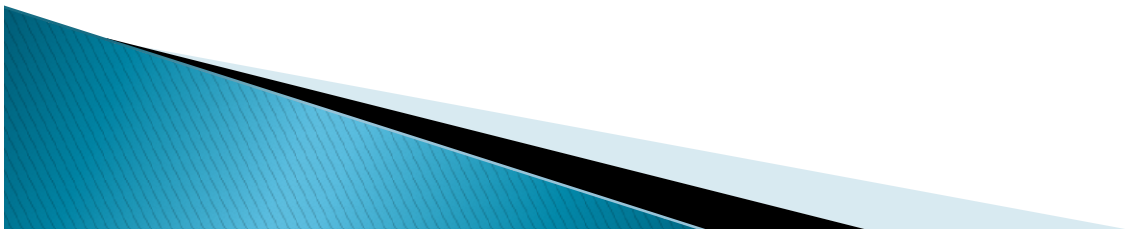
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House keeping operations

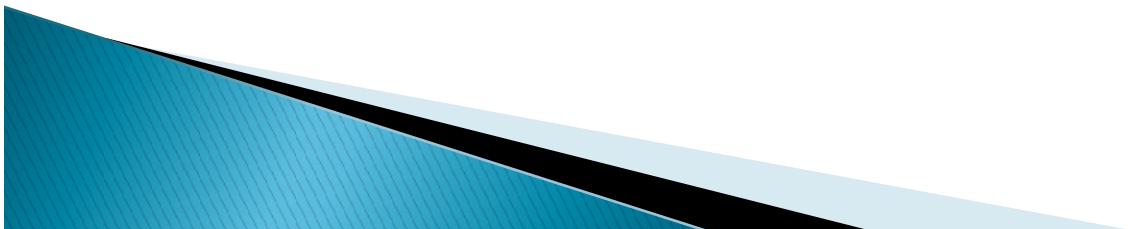
- ▶ House Keeping operations of a library include all operation such as acquisition, cataloguing, circulation and serials control
- ▶ Library automation refers to the use of computer in the routine and important services of a library



LIBRARY ACQUISITION SYSTEM

Library Acquisitions are the department of a library responsible for the selection and purchase of materials or resources.

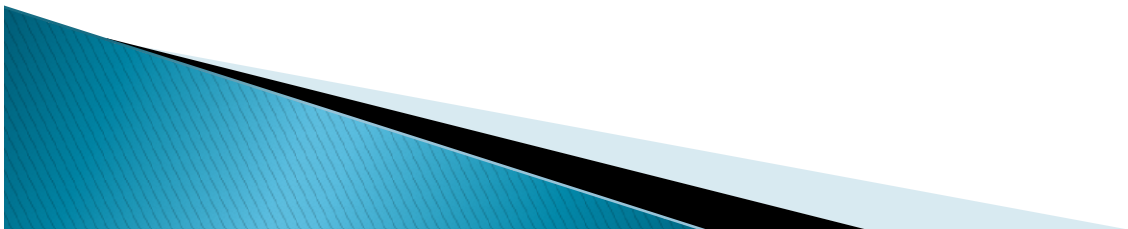
The department may select vendors, negotiate consortium pricing, arrange for standing orders and select individual titles or resources.



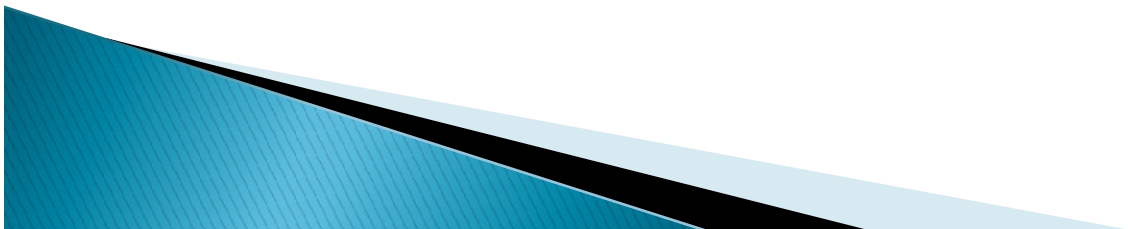
ACQUISITION

The acquisition module deals with the selection and ordering of library materials.

- ▶ Initiate Titles for ordering
- ▶ Approval process
- ▶ Placing order



- ▶ Receiving
- ▶ Invoice Processing
- ▶ Payments requisition
- ▶ Order follow up
- ▶ Reports



THANKS

