





MASENO UNIVERSITY

DOCUMENT TITLE:	PROCEDURE FOR ACQUISITION OF LIBRARY INFORMATION MATERIALS		
DOC. NO:	MSU/ASA/LIB/OP/01	ISSUE NO:	1
DATE OF ISSUE:	10 TH MARCH, 2023	REV. NO:	0
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SIGNATURE:		SIGNATURE:	

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0.1 DOCUMENT CHANGES

#	Date (dd-mm-yy)	Details of Change		Authorization Title
		Page	Clause/sub clause	
1.	06/03/2023	2	6.1.2 expunged	DVC ASA
2.				
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8.				

0.2 DOCUMENT DISTRIBUTION

This procedure shall be available on the University website for authorized users

1.0 PURPOSE:

The Purpose of this procedure is to ensure effectiveness, timeliness and consistency in the acquisition of Library Information Materials.

2.0 SCOPE:

The procedures shall apply to the acquisition of Library Information Materials in all formats.

3.0 REFERENCE:

- 3.1 ISO 9001-2015: Quality Management System - requirements
- 3.2 Maseno University Quality manual
- 3.3 Library Policy
- 3.4 University Procurement Procedures

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4.0 TERMS AND DEFINITION / ABBREVIATIONS

- 4.1 OPAC – Online Public Access Catalogue
- 4.2 UL – University Librarian
- 4.3 AcqL- Acquisitions Librarian
- 4.4 PRN – Purchase Request Note
- 4.5 KPIs- Key Performance Indicators
- 4.6 Acquisitions- The process of acquiring Library Information materials by purchases or donations

5.0 Responsibilities

The University Librarian shall be responsible for the implementation and effective supervision of this procedure.

6.0 METHOD

6.1 Acquisition of Library Information Materials

- 6.1.1 The UL shall send notification to all departments to submit their current course outline for extraction of course text.
- 6.1.2 The library staff shall verify the list using OPAC whether the titles are adequate.
- 6.1.3 The AcqL shall compile and forward the listed titles for approval by the UL.
- 6.1.4 UL shall forward the approved list with a PRN to the Procurement Officer
- 6.1.5 Once materials have been procured, they shall be issued to the Library from the Procurement Department for processing and circulation

