UNIT - 3
ACQUISITIONS

Unit -3	Acquisition			
Location Class Room, visit to other library.	**Learning Outcome**	**Knowledge Evaluation**	**Performance Evaluation**	**Teaching and Training Method**
	• Understanding different types of materials for collection development in a library.	• Definition of books and its categories. • Different sources of non-book material • Knowledge of non-print material and digital material.	• List the different types of information material required for collection. development in the library. • List the different categories of books on the basis of contents. • List the categories of information sources under the non book material.	**Interactive lecture:** • Discuss different types of information sources / materials with examples.
	Need and Purpose of Acquisition System			
	• Understand the requirement of acquisition system.	• Why acquisition system is required in the Library.	• List the factors required for acquisition system.	**Interactive lecture:** • Discuss the need and purpose of acquisition system.
	Functions of Acquisition System			
	• Identify the basic functions for acquisition process	• Knowledge of selection process occurred in different types of libraries. • Knowledge of other functions required after ending of selection process of an acquisition system.	• Explain the selection process involved in the different libraries. • List out the four basic function to complete the entire acquisition process. • What should be done in ordering, receiving and accessioning process.	**Interactive lecture:** • Discuss the function of acquisition system.

Automated Acquisition System			
• Understand the automated acquisition system.	• What is an automated acquisition system.	• How automation helps in acquisition process.	**Interactive lecture:** • Discuss the Automated Acquisition system.
Book Selection Theory			
• Understand the Book selection theory given by prominent Scholars. • Understand the acquisition policy of a library. • Identify the different selection criteria for documentary sources. • Identify the different aids which helps and support in selection of information material for the library.	• Knowledge of book selection theory given by Melvil Dewey, C A Cutter, F W Drury and S R Ranganathan. • Knowledge of acquisition policy developed for collection development of a library. • Knowledge of different criteria for selection of a document for Library. • Knowledge of different aids referred during selection of information materials for a library.	• Discuss the selection theory given by Melvil Dewey, C A Cutter, F W Drury and S R Ranganathan. • Discuss the acquisition policy in details. • List the different criteria on which a document may be evaluated to add in the collection of library. • List the aids required to be consulted before selecting any resources for the library.	**Interactive lecture:** • Discuss the acquisition policy of a library. • Discuss the selection criteria for collection development. • Discuss the different aids for selection of resources for the library.
Mode of Acquisition			
• Identify the different modes of acquisition followed in a big library.	• Knowledge of traditional mode of acquisition followed in a library. • Knowledge of other mode of acquisition followed in digital environment.	• List the different modes of acquisition followed in a modern library to develop its collection. • Discuss the online and consortia based mode of acquisition.	**Interactive lecture:** • Discuss the different modes of acquisition.

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Record Maintenance			
• Understand the different records and registers maintained in a library.	• Knowledge of book selection card, book selection list, budget allocation register and accession register.	• Prepare book selection cards for five books. • Prepare a list of ten books selected for library. • Maintain the book details of ten books in an accession register.	**Interactive lecture:** • Discuss the different records maintained in the library.

Resource Material

1. Chakrabarti, A.K. (1983), A Treatise on Book Selection, Delhi, D.K. Publications.

2. Clayton, P. and Gorman, G.E. (2001), Managing Information Resources in Libraries: Collection Management in Theory and Practice, London, Library Association Publishing.

3. Electronic Collections Development (2002), http://www.library.yale.edu/okerson/ecd.html (viewed 20 January 2005).

4. Johnson, P. (2004), Fundamentals of Collection Development and Management, Chicago, American Library Association.

5. Lee, S.D. (2002), Building an Electronic Resource Collection, London, Library Association Publishing.

6. Mittal, R.L. (1984), Library Administration: Theory and Practices, Delhi, Metropolitan Book Company.

7. Ranganathan, S.R. (1959), Library Administration, Bangalore, Sarada Ranganathan Endowment for Library Science.

8. Ranganathan, S.R. 2nd edition, Reprint (1988), Library Manual, Bangalore, Sarada Ranganathan Endowment for Library Science.

9. Ranganathan, S.R. 2nd edition, Reprint (1989), Library Book selection, Bangalore, Sarada Ranganathan Endowment for Library Science.

10. State Library of New South Wales (2004), Collection Development Policy, http://www.sl.nsw.gov.au/about/policies/collection.cfm (viewed 20 January 2005).

Introduction

Acquisition is a well planned function of the library for collection development. Through this function the library acquires information resources for the services to its users. Well planned acquisition considers the available funds, storing and shelving area, technological infrastructure and available staff. It is impossible for a library to buy each and every information source, published in the world. So, the acquisition should be planned in

such a way that, the best suitable materials can be acquired within available resources and always satisfy the objectives of the library. Information resources may be books, manuscripts, serials/journals/periodicals, newspapers, standards, specifications, patents, theses, dissertations, maps, atlas, globes, etc, deemed fit for the services to the existing and potential users.

The library also acquires the information resources for the preservation of intellectual heritage and relevance to the society depending upon the scope of the library. The scope of the library here may be local, regional, national and global. For example, the National Library of India, situated in Kolkata has the responsibility of preserving the intellectual heritage and relevant information resources of whole country while a library of Kangra region of Himachal Pradesh may preserve the resources relevant to that region only.

The types and forms of information sources have grown with development of the society. In the beginning, the book was only resource for library but with development of science and technology as well as human approaches towards information, different kinds of sources came into existence. At different period of time, the Library and Information Science used various terminologies as documents, reading materials, library materials, etc. Presently, the information content of any materials have become more important than the physical form of the material. Hence, information source is being used with wider coverage. Though, these terminologies have wider or narrow meaning but, they are being synonymous in the text of the Library and Information Science subject. Thus the information sources can be understood as "any materials containing useful information, recorded in textual, visual or audible or multimedia form in logically organised format, for knowledge development or satisfaction to intellectuality to present as well as future generation".

After analyzing above discussion, acquisition can be defined as, "acquisition is a function of a library to acquire information resources, relevant to the existing user as well as potential users and preservation for future generation, within the periphery of available financial and infrastructural resources of the library".

This book has a separate chapter i.e. number-4: Serial Management which imparts knowledge and skills of acquisition of serials, periodicals, journals as well as newspapers. Hence, this chapter will make you understand the acquisition of information sources excluding materials discussed in chapter-4.

3.1. Types of Information Sources/Materials

We have studied types of materials in unit number-5 of Library, Information & Society. The library develops collection of different types of materials for its readers which can be grouped as:

(i)   Books

(ii)   Non-book materials

(iii)   Non-print materials

(iv)   Digital materials

Book

Books are the most popular source of information since the development of the civilization. In the beginning of the civilization, the intellectual output of human thought process, used to record on wall, rock, tablet, skin, palm leaf and ultimately on paper. With the invention of printing press, large production of book started. Printing technology has brought books to the masses. After analyzing the evolution of book, we find that, it has been passed through different phases. Therefore, there are a number of definitions of book. The Webster's Dictionary provides a number of definitions of a book. Few of them are illustrated here as:

1. A set of written sheets of skin or paper or tablets of woods or ivory.

2. A set of written, printed or blank sheets bound together into a volume.

3. A long written or printed literary composition.

One of the universally accepted definition of book derived in UNESCO conference on "Revised Recommendation concerning the International Standardization of Statistics on the Production and Distribution of Books, Newspapers and Periodicals" held on 1st November 1985 says "a book is a non-periodic publication of at least 49 pages exclusive of the cover pages, published in the country and made available to the public".

Here the definition of UNESCO puts much stress on physical aspects rather than the content. The Webster's Dictionary put stress on the materials on which, the content was written and the content but, fails to quantify the number of pages. After considering above definitions and a few others we can define book as: " a book is a non-periodic literary work on a particular subject or theme, providing complete content under one title, covered in more than 48 pages exclusive of the cover pages, published and available to the public". But, a publication from 5 pages to 48 pages exclusive of the cover pages, is being termed as pamphlet. Others, below 5 pages are being considered as poster.

Further book can be grouped on the basis of different characteristics. On the basis of content, there are two categories i.e. 'fiction and non-fiction' books. Further non-fiction books can be categorized in textbook, reference book and general book. On the basis of volumes, books can be a single volume and multi volume book. Sometimes, more than one title is published in single volume which is known as composite book.

On the basis of content, books have also been categorised as:

(i) **Inspiratory Book :** Books pertaining to religion, philosophy and related to lift of human spirit, poetry, fine drama and fiction fall under Inspiratory category.

(ii) **Informatory Book:** Books pertaining to biography, history, travel science, useful art and sociology fall under informative book.

(iii) **Recreatory Book:** Books related to fiction, drama, poetry, humour, essays, and light reading materials in various fields and areas are considered Recreatory Books.

These are the broad categories on the basis of subject areas but, sometimes a specific book can overlap from one category to another category depending upon its content.

Non-book Materials

There are four categories of information sources under the non-book materials. The second edition of Anglo-American Cataloguing Rules (AACR-II) mentions these sources as:

1. Sound recording,

2. Video recording, including interactive video disc,

3. Graphic material as, photograph, illustration, postcard and slide,

4. Micro-computer software, including CD-ROM.

Under the micro-computer software, all kinds of software can be grouped whether, desktop computer, laptop, netbook, tablet, or cell phone, etc. Here, the CD-ROM is just a storage media of digital information. Therefore, as per AACR-II, all the digital information stored on any media like DVD, Blue Ray, etc, can be considered non-book material. Apart from above mentioned four categories, microfilm, microfiche, models, wall chart, etc, also come under non-book material category.
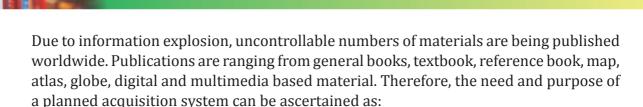
Non-print Materials

The information sources are available in non-print form on different storage media. Depending upon the technology of storage media the information can be stored in digital or analogue format. Here our concern is the nature of information and its value for the library. The non-print materials are audio, video and multimedia based materials stored on CD-ROM, DVD, Blue Ray, Cassette, Magnetic Disc, etc. The materials on these storage media could be any things, audio book, music scores, video, motion picture, spoken words, class room. For example, if a class room discussion of students and teacher get recorded in the form of video with sound and stored on a DVD, such material comes under the non-print material. Today a number of materials in this category are available for knowledge, recreation as well as entertainment.

Digital Materials

The information sources stored and retrieved in digital format can be categorized as digital material. Any types of information can be developed and published in digital format. The information existing in analogues format can also be converted into the digital format. Digital materials can also be termed as electronic material. E-book, e-journal, full text or bibliographic databases, multimedia based materials like-video recording, audio recording, motion pictures, etc. fall under this category.

3.2 Need and Purpose

The library has the responsibility to provide the best available reading materials to its users. But, at the same time, the library has its limitations also. Certain fund is given to a library for acquiring information sources.

Due to information explosion, uncontrollable numbers of materials are being published worldwide. Publications are ranging from general books, textbook, reference book, map, atlas, globe, digital and multimedia based material. Therefore, the need and purpose of a planned acquisition system can be ascertained as:

1. To satisfy the objectives of the library.
2. To satisfy the needs of the users of the library.
3. To acquire best available reading materials deemed fit for the library.
4. To acquire materials of preservation value within the scope of the library.
5. To acquire within the available resources (fund, space, staff).

To achieve the above needs and purpose, a library requires to have sound functional acquisition system.

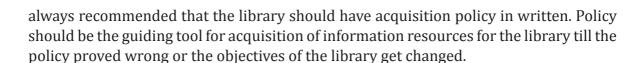## 3.3 Functions of Acquisition System

The acquisition system performs four basic functions to complete the entire acquisition process. They are:

(i) Selection

(ii) Ordering

(iii) Receiving

(iv) Accessioning

Selection

The selection process of reading materials is an important and responsible work. The whole process of selection revolves around the users of the library. The users need may differ from library to library. As we know that there are three categories of libraries namely public, academic and special. Different types of libraries have different objectives and cater the needs of different user groups. Hence, there should be a well defined selection policy for each and every library. It has always been recommended that, the policy should be a written document and it should be revised time to time. The policy acts as a guide to the staff associated with the selection process. It also maintains the standard and consistency in collection development programme of the library. For selecting materials, users demand, suggestion from the authority and different tools like, bibliographies, reviews published in review journals and newspapers etc. can be used as selection aids. The selection aids are the tools which help library staff in selecting best materials for the library. For assisting the library staff to select best reading materials for the library, there is a selection committee. The selection committee is a group of experts from different subject areas depending upon the nature of the library.

It needs judicious approach to select each and every document or materials to be acquired. The library should always select those materials which can be useful for large number of the members and within the available fund. For the purpose of the acquisition it is

always recommended that the library should have acquisition policy in written. Policy should be the guiding tool for acquisition of information resources for the library till the policy proved wrong or the objectives of the library get changed.

Selection in Public Library

The public library has a wide range of users. The users may be children, adolescent, youth and old age people. The need of the users may be based on their economic class (lower, middle and higher), professional association, educational level, habitats (rural, urban, hilly region, costal region, etc.), socio-cultural and linguistic background etc. The library is also expected to acquire the materials relevant to the locality like, local history, politics, economy, socio-cultural threading, weather conditions, available professions, etc. Since, the public library system has the responsibility of serving the community of the locality and preserving the relevant information of the region, so their approach in selection is different from the other kinds of library.

Selection in Academic Library

The academic library can be divided into three broad categories. These are school, college and university library. The guiding factors of the academic library are its level, educational courses, and demands of students, faculty members and supporting staff. The selection policy of a school and college library runs around the acquisition of textbooks, materials for general studies, personality development, further available opportunities after completion of programme, teaching aids for teachers as well as materials for supporting staff like, laboratory technicians, etc. The university library has bigger responsibility than the earlier two. The universities run educational programme of undergraduate and post graduate level as well as it has different research programmes too. So, the selection of materials best suitable for educational programmes and researches as well as supporting staff, are being done or selected.

Selection in Special Library

The special library is meant to serve the information needs of parent organization of the library. Hence the guiding factors of the selection of information resources are the short term and long term programmes of the organization. The library selects the materials exhaustively for short term objective of the organization to meet its programmes in hand. For example an organization has started a research project on life style of urban habitats of India, the materials relevant to this topic should be selected first to support the programme. In the long term objectives, the library selects the materials of wider scope of the organization and support the collection development of the core area as well as relevant subject area of the organization.

Selection process should always satisfy the long term collection development programme of the library. On the basis of its policy the list of materials are being scrutinized and prepared. Further approval of the selection committee or competent authority is being taken and the process can be moved for ordering.

Ordering

Once the selection process is complete, the ordering work starts. Before ordering, the materials for acquisition, pre-order search is being conducted to avoid duplicacy. The materials are exhaustively searched in existing collection, in processing department, newly received materials and so on. After the process of pre-order search, purchase order is being generated and sent to the publisher directly or approved vendor/supplier of the library. Generating reminders of pending orders and cancellation of orders are also the part of ordering function.

Receiving

The receiving function starts when ordered materials are being supplied by the vendor. The materials come with bill or invoice. The supplied materials and bills are tallied with the corresponding order list. In the case of printed documents, author, title, edition, publisher, price and other details are matched with the order list. It is also recommended that the physical conditions of the materials should be checked while receiving them. Proper checking and verification of materials with the ordered list is being done and further, receiving acknowledgement is issued to the supplier.
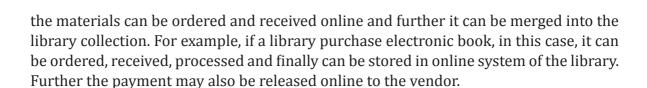
Accessioning

Every library maintains its stock register in which the details of acquired materials are being registered. This stock register is called Accession Register. The Accession Register has fourteen columns for recoding the details. The materials purchased, received in exchange or gifts recorded in the register. The serial number, at which a particular document is recorded in the register, is called the accession number of the document. Specimen of an accession register has been given in the records maintenance section of this chapter.

3.4 Automated Acquisition System

All the functions discussed above can be managed through library software in the automated library system. In the automated system, different databases are being created as and linked to perform the acquisition process. The databases like vendor, publisher, budgetary provisions, recommendations of the users, etc. are maintained. Ordering, receiving billing details, payment details are also managed properly in the software. If library and the suppliers both are able to manage their part of function online then acquisition activities may be performed online.

An automated acquisition system may be defined as "a system of man and machine developed for acquiring information sources for a library can be considered automated acquisition system". Here, at the place of machine, information and communication technology is being used these days.

Ordering, payment, accessioning, are being managed online with the help of information communication technology (ICT). In the case of acquisition of digital information sources,

the materials can be ordered and received online and further it can be merged into the library collection. For example, if a library purchase electronic book, in this case, it can be ordered, received, processed and finally can be stored in online system of the library. Further the payment may also be released online to the vendor.

3.5 Book Selection- Theory

The book selection is governed by well established theories and principles given by a number of scholars and thinkers of library and information science. The time has changed, the needs of users are becoming more complex day by day but, the concept of these theories is still relevant. We are going to discuss the book selection theory of few prominent scholars of the world.

Melvil Dewey: "The best reading for the largest number at the least cost". In this theory, Dewey has mentioned three core concepts. Those are "the best reading", "the largest number" and "the least cost". The best reading materials are those materials which have the potentiality to satisfy the existing as well prospective users of the library. But they cant be measured independently. The best could be measured in relevance with other two terms in the theory. The second phrase, the largest number refers to the number of the users expected to use a particular material. For example, if we select a book of chemistry, and the library has one hundred members of chemistry back ground then we should measure this phrase taking the sample of one hundred members instead of total member of the library. The third phrase, the least cost refers to the investment on a particular material and the fund available with the library on that material.

C. A. Cutter presented his observation regarding the best book as 'the best books are those that satisfy the just demands of the patron for recreation, knowledge and study'.

Lionel R. Mc. Colvin's book selection theory is well known by 'Demand Theory' also. His theory is based on economic theory of demand and supply. In his book 'The theory of book selection for public libraries' 1925, he states that "demand for books should be differentiated according to its value, variety and volumes". In this theory, the value stands for the quality of the book, variety of different subject, different books on same subject, types and forms and the volumes stands for alternatives of a book. All these aspects should be taken in consideration in book selection irrespective of supply condition.

According to F. W. Drury book selection is "to provide the right book to the right reader at the right time". First phrase of this principle, 'to provide right book' is the main principle for book selection. Providing right book to a reader needs to understand the reader's interest and level of knowledge. Proper assessment of the reader and accordingly selecting and acquiring the book will satisfy other two parts of the principle. He gave a number of recommendations in his book "book selection", 1930. Those recommendations are being considered the back bone of book selection.

Dr. S. R. Ranganathan's theory of five laws of library science and book selection can be considered as a set of book selection theory. According to him, whole acquisition work can be evaluated on the first law. The first law "books are for use" says that only those books should be selected which could be used in the library. Here, this principle guides

the librarian to consider the best material for the reader of the library in terms of content as well as physical form. The content part will satisfy the desire of knowledge while the physical part will ensure its utility for long time for the library as well as pleasant to the reader. The second law "every reader his/her book" say that users need should be addressed. For library each and every reader is important, irrespective group, sub-group, gender, etc. There should not be any discrimination in providing the required book to them. The third law "every book its reader" says that only those books should be selected and procured which has existing or potential demand. Any book without prospective reader should not be selected for the library. The fourth law "save the time of reader" states guides for visualization for anticipatory demand and accordingly selection of the books. If a library visualises the future demand in advance and accordingly selects and acquires books and keeps ready for use then whenever there will be actual demand the readers will be served immediately and their time will be saved. The fifth law "library is a growing organism" says that book selection and acquisition should be a continuous process. The library should develop balanced collection in term of quantity and quality both. It should ensure growth in all aspects of library as in term of collection, services, members, staff, space, etc.

Acquisition Policy

The acquisition policy is a guide book to a library for acquiring the information sources. The policy is a set of rules regarding selection, method or mode and standard procedure for acquisition.

The policy is designed by the experts or a designated committee or the authority depending upon the nature of the library. Whatever the nature of the library, the librarian plays an important role in designing the policy. Once, the policy is framed, the acquisition of materials starts on the basis of that, till the date, it becomes irrelevant for the library. When, the policy becomes irrelevant, it is again revised and new set of policy is designed and accordingly, the acquisition continues.

Presently, information materials are of different types but, initially the library used to deal with books only. The thinkers and scholars of library and information science mentioned book selection policy in their writings, instead of acquisition policy. Hence, in the literature of library and information science, you will find 'book selection policy'. Only thing to be remembered is that the acquisition policy is wider than the book selection policy.

The selection policy of a library is totally dependent upon the collection development programmes of the library. There should be clear cut guidelines for types and forms of materials to be selected. The types here stands for types of documents like, manuscripts, books, journals, newspapers, standards, patents, cartographical materials, etc. Further, depending upon the objectives of the library, it should address the issues like subject areas, language, textbook, reference book, single volume, multi-volumes and so on so forth. The policy should have guidelines regarding the form of the materials like, in print form, audio, video, multimedia. It is recommended that the policy should have statements for physical form of the materials also as in print on paper, microfiche, microfilm, digitals depending upon the nature and the infrastructure of the library.

The policy should have statements regarding mode of acquisition. The library acquires materials through purchase, gift and exchange. If a library is in the position to acquire a material through gifts or exchange then it should avoid purchasing same material and save the money.

In the case of developing digital material for the library, the policy should be framed regarding consortia bases acquisition, its terms and conditions for making the consortia should be mentioned in the acquisition policy of the library.

The policy should have guidelines regarding the procedure acquisition. In this section of the policy, the role of librarian, library committee and authority or others if needed in acquisition programme should be mentioned. It should contain the statements about the process of acquisition like materials on approval, direct order, tender, online order, etc. and accordingly the payment methods.

Hence, we can say the acquisition policy is a set of statements and policies regarding collection development programmes of the library, selection of information resources, methods, process and procedures of acquisition. It works as a guidebook for the library in acquisition work. Acquisition policy is based on sound theory given by the scholars and thinkers of library and information science.

Selection Criteria and Types of Materials

On the basis of book selection theory and principles, a set of criteria is developed and accordingly materials are evaluated and selected. Though, there may be different sets of criteria for different categories of materials but, here we are going to discuss criteria which can be applicable on all kinds of materials.

The selection criteria for documentary sources are as follows:

(i) **Authority (Authenticity):** The expertise and affiliation of the author regarding the subject of writing should be assessed.

(ii) **Accuracy:** The content of the document should be accurate and authentic. Wrong or misleading information can be disastrous in any documents.

(iii) **Scope:** The treatment to the subject, topic or theme of the document should be evaluated and correlated to the users of the library. The content should be balance in covering the extension and intension of the subject, topic or the theme of the book. In case of some shortage or limitation in the content, it should be mentioned in the preface of the document.

(iv) **Organization:** Information in the document should have been organised on the basis of some established characteristics or logic. Name of the chapters should reveal the purpose of the document. The consistency in writing and developing from general to specific topic make the reading interesting and easy in understanding. In the case of non-fiction book, an exhaustive index is expected.

(v) **Format (Graphics):** The graphics illustrations are common in the documents dealing with technical data. In this case, appropriate graph, colour pattern, size should be evaluated.

(vi) **Bibliographies:** Document should be supported by references in case of non-fiction book. The format of bibliography should be standard and information should be complete in it.

(vii) **Users:** While selecting a document, prospective users should be identified and ascertained that the material would be read by a large number of readers. The documents should be categorized as scholarly, popular, fiction, non-fiction, entertaining, introductory, advanced, etc.

(viii) **Vocabulary:** The vocabulary of the document should be to the level of the users for which it has been written.

(ix) **Textbook:** The textbook are mostly referred by the students for knowledge in the subject area. Hence, the textbook should be complete in terms of the syllabus of the subject. The content should be accurate and authentic. The organization of the content should be such that the students can understand easily.

(x) **Fiction:** In the case of a book of fiction, the author, title, style, theme, plot, setting, characters, and reviews should be evaluated.

(xi) **Multimedia:** The documents in audio, video or multimedia should be evaluated on the basis of format. There a number of formats for audio video materials. For example, an audio file has Mp3, mid, wav, aif, etc. a video file could be mpg, mov, wmv, etc. The file format should be assessed on the basis of equipment the library has. The sound quality, frame rate in video, etc. are main criteria to evaluate.

(xii) **Digital Material:** Any kind of information of any characteristics, in any format-audio, video, multimedia or text, graphics or normal documents can come in digital form. While selecting information materials in this format, the criteria of that category of material should be applied. For example, e-book should be evaluated on the basis of criteria of books. File format, arrangement, hyper-linking and search engines in case of databases, display format, etc. are a few aspects to be evaluated.

Selection Aids

There is a number of selection aids available in the market to help and support the selection of information materials for a library. Depending upon the nature of materials, the selection aids could be referred and help in deciding to acquire a particular material for the library. A few aids are listed here as:

(i) **National Bibliographies:** National bibliography is a list of publications, published in a country or relevant to a country published outside of the country. For example, Indian National Bibliography, published by National Library of India, Kolkata, British National Bibliography, published by British Library, London, etc.

(ii) **Subject Bibliography:** Subject bibliography is a list of materials published in a particular discipline or subject. Chemica is a subject bibliography, published by Elsevier which covers chemistry, PubMed deals in life science and published by National Library of Medicine, USA, like wise a number of subject bibliographies can be listed for reference.

(iii) **Trade Bibliographies:** Book in prints, publisher's catalogues, and other catalogues published by publishers and distributers or their associations, or independent organization to promote the sales of publications. For example, Indian book in print, Whitaker's Books in Print, etc.

(iv) **Book Reviews:** There are a number of periodicals which publish book reviews. It is also published in newspapers. These reviews are critical analyses made by scholars of the subject. For example, Times Literary Supplement, Book Review Digest, etc.

(v) **Bibliographic Databases:** Bibliographic database is a list of publications in database format, searchable online or distributed on CD-ROM, DVD etc. for offline search. For example, Ulrich's Periodical Directory, PubMed, etc. Some of the data bases provide links to the information sources also if it is downloadable.

3.6 Mode of Acquisition

The method of acquisition of information sources is well known by mode of acquisition. Traditionally, the three modes of acquisition are Purchase, Gift and Exchange. Now, more method have emerged and established worldwide. These new modes are online and consortia based acquisition which is functional in digital environment specially.

Purchase

After the completion of selection process, information materials are purchased and made part to the collection of the library. Selected materials can be purchased directly from the publisher or publisher's agent, distributors or any vendors depending upon the policy of the library. In the case of books, approval method is more appropriate. In this method, the vendor supplies the books with approval memo for evaluation. Once the library evaluate and select the books, a formal purchase order is issued to the vendor and asked for bill. If the books are not selected, they are returned to the concern vendor.

Gift

Library loving people, non-commercial organizations or institutions time to time donate their collection of information materials to library. Sometime an author also gifts personal copy to library. Sometimes, a set of information material becomes irrelevant for one institution while, can be relevant to another institution. In such cases, the former donate to the later. Therefore, gift is one of established method of acquiring materials and saving money.

Exchange

The library acquires materials specially, the institutional publications in exchange of its own publications. Sometimes, two libraries can exchange duplicate copies or irrelevant materials of one library but relevant to another.

Online Acquisition

Online acquisition method is more suitable for digital materials. In this process a library can download materials from the publishers or vendors portal and make payment online. Print of online payment may be taken and kept for record or sent to accounts department for further recording and maintenance of account and budget of the library. Other than the digital materials, print materials like books, reports, etc. also can be purchased online from the vendors like, www.flipkart.com, www.homeshop18.com, etc.

Consortia Base Acquisition

Now a days, library acquires the electronic resources (e-resources) or can be said, information resources in digital form. For acquisition purpose the libraries come together, make a group and acquire e-resources collectively to save the fund and provide wide number of resources to the patron, which a single library cannot afford to acquire. Such a group of libraries is called as consortia. In consortia based acquisition system, a member library pays for its part of resources and gets access to all the resources acquired by the group collectively. For example, if there is a consortia of five libraries A, B, C, D and E. If library A pays for 50 e-books, B pays for 60 e-books, C pays for 45 e-books, D pays for 80 e-books and E pays for 70 E-books. So, all together they pay for 305 e-books. Now, each library gets access of 305 e-books in consortia based acquisition. Therefore the acquisition policy should have clear cut guidelines regarding this emerging mode of acquisition.

3.7 Records Maintenance

The acquisition section of library maintains records of different functions of the section. It uses different registers, files, forms and other stationary designed for different stages of its operations. Though, depending upon the requirement of a particular library, the design of stationary may vary but the accession register has standard format. Some of the basic records and registers are as:

Book Selection Card

The specimen of book selection card is as follows:

Book Selection Card (Front Side)

Call No.	Accession No.	
Author.		
Title.		
Edition.	Publisher.	Year.
Published Price.	No. of Copies required.	
	Signature of the recommending Authority.	
Librarian's Orders.		

Book Selection card (Back Side)

Supplier.			
Cost.	In Foreign Currency (if any)		In Indian currency
Checking Date.	Order No.	Order 's Date.	Receipt Date.
Bill No.	Bill's Date.	Amount.	
Passed for Amount.		Voucher No. & Date.	

Book Selection List

Specimen of a book selection list is as follows:

Sr. No.	Author	Title	Edition	Publisher	Price
1.					
2.					
3.					
4.					
5.					

Budget Allocation Register

Specimen of Budget allocation register is as follows:

Name of the Library

Budget Allocation Register

Subject:..   Year.......................

Amount Allocated

Original Amount: ....

Additional Amount: ....

Total   ....

Sr. No	Date	Voucher No	Amount	Total	Balance	Remarks

Accession Register

Specimen of Accession Register is as follows:

Date	Acc No.	Author	Title	Publisher & Place	Volume	Edition	Year	Pages	Source/ bill No & Date	Order No. & Date	Cost	Call No	Remarks

Summary

Acquisition is an important function to develop collection for the library. The function is being concluded in four steps namely, selection, ordering, receiving and accessioning. The selection process depends upon the objectives of the library, long term and short term collection development programmes and users needs. Collection development has developed as a subject in library and information science discipline. For developing an appropriate collection for a library, it should have a sound acquisition policy and accordingly it should acquire the information sources till the policy becomes irrelevant for the library. It follows a standard process and maintains the records of the process followed.

Self Check Questions

1. What do you mean by acquisition in a library?
2. Why a library cannot acquire all the information sources published in the world?
3. Write a brief note on different types of materials.
4. What are different stages of acquisition?
5. What do you understand by demand theory?
6. Write a brief note on "best book".
7. Write a short note on five laws and book selection.
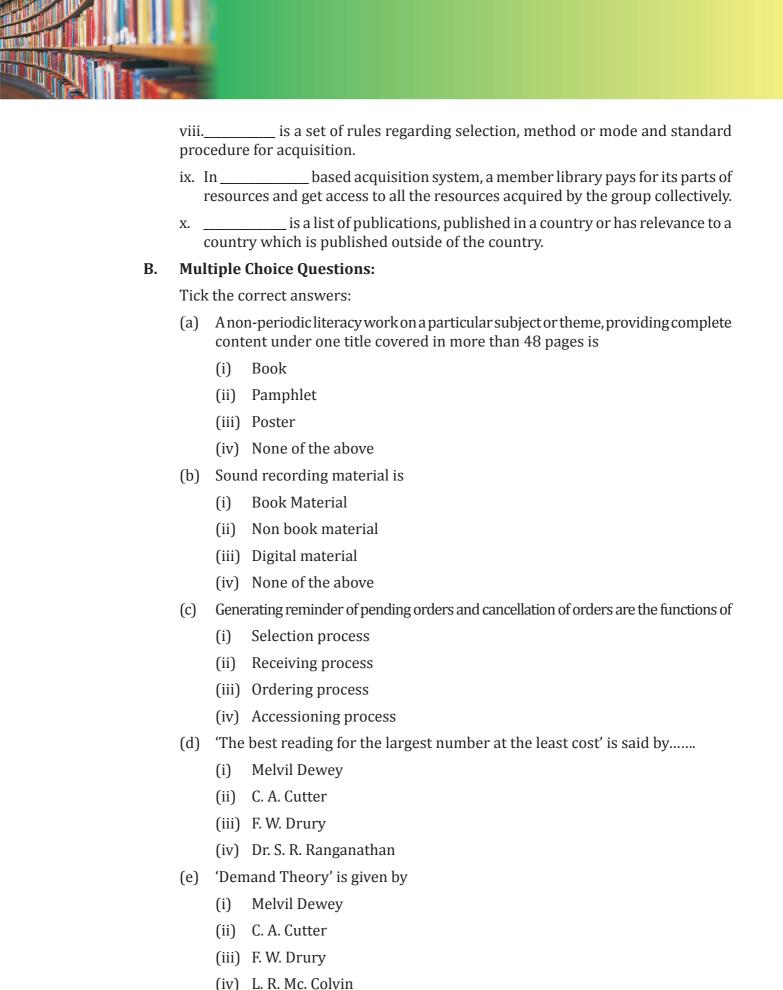8. What do you mean by consortia?

9. What do you understand by acquisition policy and how does it help in collection development?

10. Write a short note on selection criteria.

11. Write a short note on different modes of acquisition.

12. What is the information source?

13. What is the definition of a book given UNESCO Conference in 1985?

14. What are the two different set of book categories on the basis of content?

15. Define multi-volume and composite book.

16. What is theory of book selection given by Malvil Dewey?

17. What is the demand theory?

18. What is theory of book selection given by F. W. Drury?

19. Point out book selection aids under various categories.

Practical

1. Prepare book selection cards for ten books.

2. Make selection list for ten books from book reviews published in newspapers.

3. Make entry of ten books in Accession Register.

4. Write description of five bibliographic databases available on Internet.

5. Make a list of five vendors active on online sale of books.

Exercise:

A. Fill in the Blanks:

i. _____ is a well-planned function of the library for collection development.

ii. A publication from 5 pages to 48 pages exclusive of the cover pages, is being termed as _____.

iii. Books pertaining to biography, history, travel science, useful art and sociology fall under_____.

iv. The information sources stored and retrieved in digital format can be categorized as _____.

v. The selection aids are the tools which help library staff in _____ for the library.

vi. The serial number, at which a particular document is recorded in the register, is called _____.

vii. In an automated acquisition system, the functions of acquisition is managed through_____.

viii._____ is a set of rules regarding selection, method or mode and standard procedure for acquisition.

ix. In _____ based acquisition system, a member library pays for its parts of resources and get access to all the resources acquired by the group collectively.

x. _____ is a list of publications, published in a country or has relevance to a country which is published outside of the country.

B.   Multiple Choice Questions:

Tick the correct answers:

(a) A non-periodic literacy work on a particular subject or theme, providing complete content under one title covered in more than 48 pages is

    (i) Book

    (ii) Pamphlet

    (iii) Poster

    (iv) None of the above

(b) Sound recording material is

    (i) Book Material

    (ii) Non book material

    (iii) Digital material

    (iv) None of the above

(c) Generating reminder of pending orders and cancellation of orders are the functions of

    (i) Selection process

    (ii) Receiving process

    (iii) Ordering process

    (iv) Accessioning process

(d) 'The best reading for the largest number at the least cost' is said by.......

    (i) Melvil Dewey

    (ii) C. A. Cutter

    (iii) F. W. Drury

    (iv) Dr. S. R. Ranganathan

(e) 'Demand Theory' is given by

    (i) Melvil Dewey

    (ii) C. A. Cutter

    (iii) F. W. Drury

    (iv) L. R. Mc. Colvin

(f) 'To provide the right book to the right reader at the right time' is said by

    (i) Melvil Dewey

    (ii) C. A. Cutter

    (iii) L. R. Mc. Colvin

    (iv) F. W. Drury

(g) 'Five laws of library Science' is given by

    (i) Dr. S. R. Ranganathan

    (ii) C. A. Cutter

    (iii) L. R. Mc. Colvin

    (iv) F. W. Drury

(h) National bibliographies, Subject bibliographies, Trade bibliographies are

    (i) Selection criteria

    (ii) Selection aid

    (iii) Modes of acquisition

    (iv) All of the above

(i) Authority, Accuracy, Scope, Organization, Format etc. are

    (i) Selection criteria

    (ii) Selection aid

    (iii) Modes of acquisition

    (iv) None of the above

(j) Purchase, Gift, Exchange are:

    (i) Selection criteria

    (ii) Selection aid

    (iii) Modes of acquisition

    (iv) None of the above

C. Short Answer Questions:

    (i) What is an acquisition?

    (ii) Differentiate between book, pamphlet and poster.

    (iii) Discuss the different categories of books on the basis of contents.

    (iv) List the four categories of non book materials mentioned in the AACRII.

    (v) Why acquisition system is required in a library?

(vi) Discuss the selection process of information resources involved in the special library.

(vii) What is an ordering process of an acquisition system?

(viii) How five laws of library science helps in book selection process?

(ix) What is an acquisition policy?

(x) Define selection aid and list the different selection aids, which help and support in the selection of information materials for a library.

(xi) List the different selection criteria for selecting any information resources in the library?

(xii) What is mode of acquisition is modern libary?

(xiii) Explain the consortia based acquisition.

(xiv) What is accession register. List the fields to be filled in the accession register.

(xv) List the fields to be filled in the preparation of book selection list.

D. Check list for Assessment Activity

Use the following checklist to see if you have met all the requirements for Assessment Activity:

PART –A:

(i) Explain the importance of acquisition.

(ii) Explain the different types of information sources/materials.

(iii) Explain the non-print materials and digital materials.

(iv) Explain the four basic functions of acquisition process.

(v) Explain automated acquisition system.

(vi) Explain the book selection theory given by prominent scholars.

(vii) Explain the selection criteria for documentary sources.

(viii) Explain the selection aid to be consulted during selection process.

(xi) Define the need library record. Explain the different specimen used in the library to maintain the record.

PART –B:

Discuss in class the following:

(i) What is a book?

(ii) What are different materials covered under non book?

(iii) What is the differences between non book materials and digital materials?

(iv) What is selection process?

(v) What is ordering process?

(vi) What is receiving process?

(vii) What is an accessioning process?

(viii) What is an automated acquisition system?

(ix) Why selection criteria must be followed during selection of documents for a library?

(x) Why selection aid must be consulted during selection process of documents?

(xi) What do you mean by online acquisition? How can a librarian acquire book online.

(xii) Preset a draft of budget allocation register?

PART - C:

Performance Standards:

The performance standards may include, but not limited to:

Performance Standards	Yes	No
Able to explain acquisition system.		
Able to explain different types of information sources/materials.		
Able to explain the need and purpose of acquisition system.		
Able to explain the different functions of acquisition system.		
Able to explain the selection process involved in academic, public and special library.		
Able to explain the automated acquisition system.		
Able to explain the different selection theory given by different prominent scholars of the world in the field of library science.		
Able to explain the acquisition policy.		
Able to explain the different selection criteria for selecting a document.		
Able to explain the different selection aids.		
Able to explain the different modes of acquisition.		
Able to explain the consortia based acquisition.		
Able to explain the records maintenance.		