PURCHASING OF MONOGRAPH AND E-BOOK (ONE-TIME PURCHASE) PROCEDURE

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1.0 OBJECTIVE

To establish the procedure for the purchasing of monographs and e-books to produce a quality output that supports the curriculum and educational mission of IIUM and within the allocated budget.

2.0 SCOPE

This procedure applies to the purchasing of monographs and e-books for the library collection. It applies to all campus libraries that perform acquisition work. This procedure covers ordering, receiving, invoice processing, cancellation, and physical initial processing.

3.0 ACCOUNTABILITY

The following offices are accountable for the procedure:

a) Knowledge Resources Development Section - Owner
b) Learning Support Section – Services
c) Campus Libraries- Services

4.0 ABBREVIATION

AA	:	Administrative Assistant
ABMS	:	Anti-Bribery Management System
HOS	:	Head of Section
HOU	:	Head of Unit
LA	:	Library Assistant
LMS	:	Library Management System
LSS	:	Learning Support Section
MACC	:	Malaysian Anti-Corruption Commission
OA	:	Operation Assistant
SAA	:	Senior Administrative Assistant
SLA	:	Senior Library Assistant
WI	:	Work Instruction

5.0 REFERENCE

5.1 INTERNAL DOCUMENT

- 5.1.1 Library Management System (LMS) Manual for Acquisition Activities - UIAM.LIB.MAN.100-7/3/1
- 5.1.2 Purchasing (IIUM Suppliers Evaluation) – IIUM/204/A5/C10/7/3
- 5.1.3 Work Instruction for Ordering of Monograph and E-Book (One Time Purchase) - UIAM.LIB.WI.100-7/3/1
- 5.1.4 Work Instruction for Receiving of Materials - UIAM.LIB.WI.100-7/3/1
- 5.1.5 Work Instruction for Invoice Processing - UIAM.LIB.WI.100-7/3/1
- 5.1.6 Work Instruction for Physical Initial Processing - UIAM.LIB.WI.100-7/3/1

5.2 EXTERNAL DOCUMENT

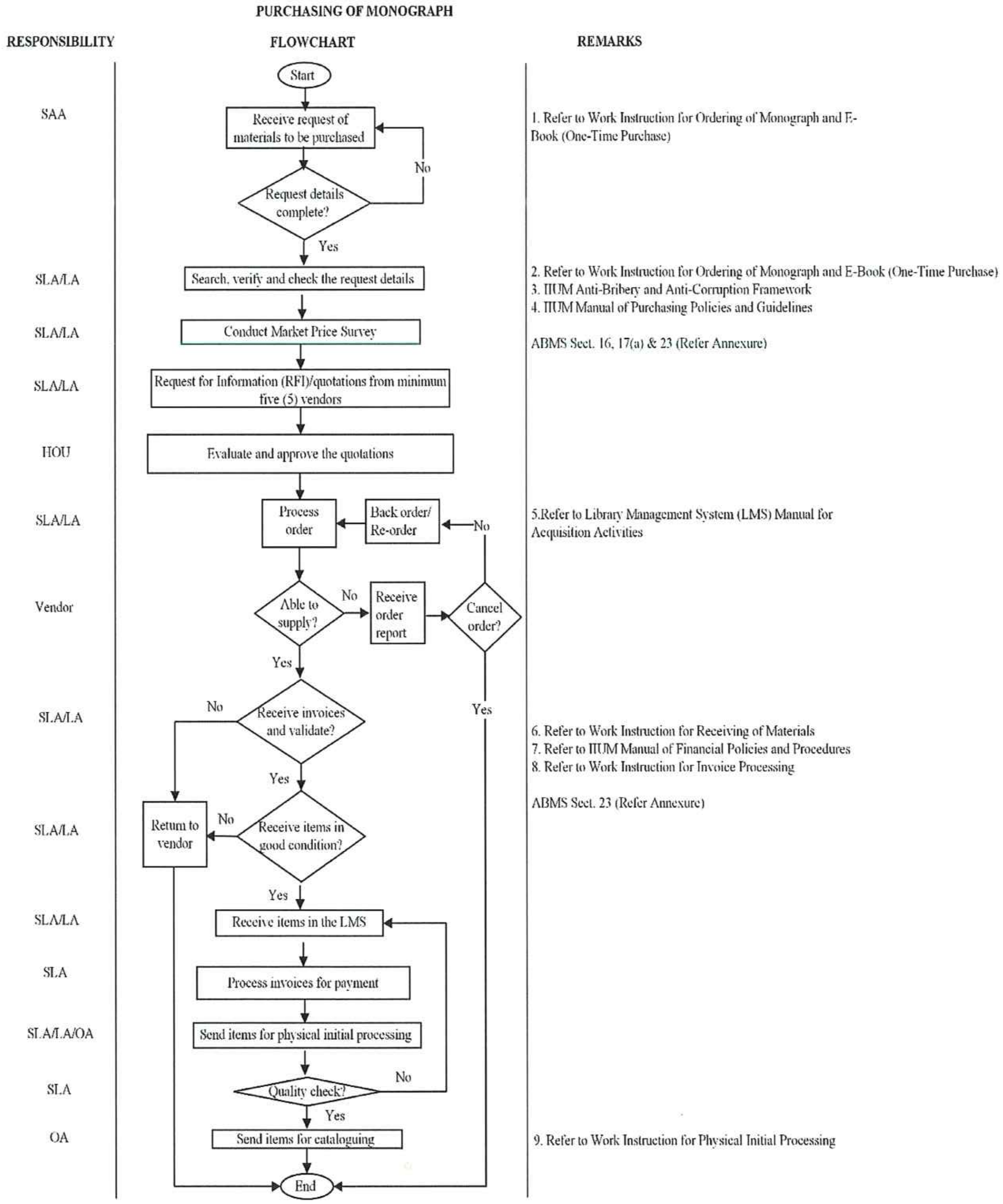
- 5.2.1 IIUM Anti-Bribery and Anti-Corruption Framework
- 5.2.2 IIUM Manual of Financial Policies and Procedures
- 5.2.3 IIUM Manual of Purchasing Policies and Guidelines

6.0 RECORD RETENTION PERIOD

7 years

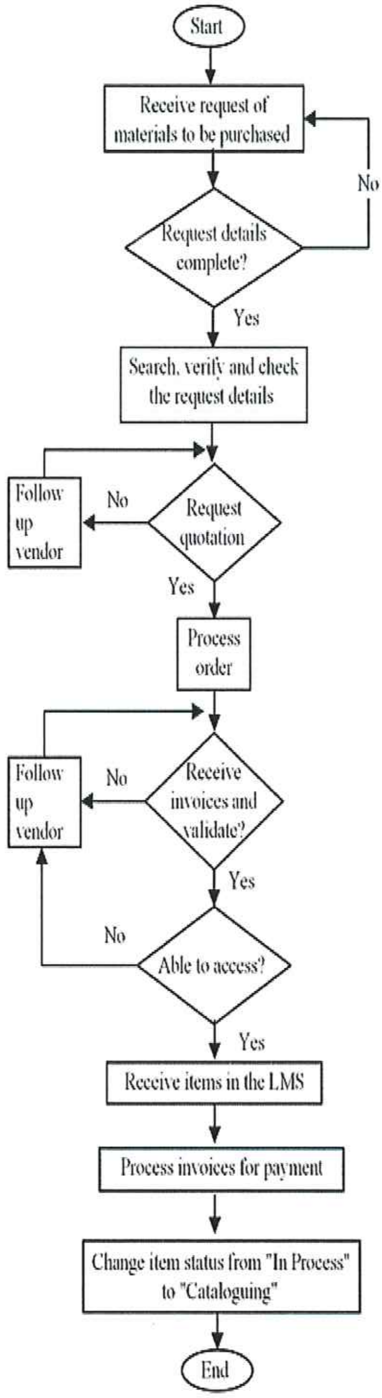
7.0 PROCESS FLOW

7.1 Purchasing of Monograph



7.2 Purchasing of E-book (One Time Purchase)

PURCHASING OF E-BOOK (ONE TIME PURCHASE)



RESPONSIBILITY	FLOWCHART	REMARKS
SAA	Receive request of materials to be purchased	1. Refer to Work Instruction for Ordering of Monograph and E-Books (One-Time Purchase)
SLA/LA	Search, verify and check the request details	
HOS/HOU/ Vendor	Request quotation	2. Refer to IIUM Anti-Bribery and Anti-Corruption Framework 3. Refer to IIUM Manual of Purchasing Policies and Guidelines ABMS Sect. 16, 17(a) & 23 (Refer Annexure)
SLA/LA	Process order	4. Refer to Library Management System (LMS) Manual for Acquisition Activities 5. Refer to Work Instruction for Ordering of Monograph and E-Books (One-Time Purchase)
HOS/HOU/ Vendor	Receive invoices and validate?	6. Refer to Work Instruction for Receiving Materials 7. Refer to Manual of Financial Policies and Procedures 8. Refer to Work Instruction for Invoice Processing ABMS Sect. 23 (Refer Annexure)
SLA/LA	Able to access?	
SLA/LA	Receive items in the LMS	
SLA	Process invoices for payment	
OA	Change item status from "In Process" to "Cataloguing"	

ANNEXURE

APPENDIX 1: TERMINOLOGY

Backorder	:	An extension of the deadline for the vendor to supply and deliver the ordered items
Bibliographic record	: :	The unit of information fields (e.g. title, author, publication date, etc.) which describe and identify a specific item in a bibliographic database.
Bibliographic tools	:	Devices such as catalogues, bibliographies, indexes, etc. which function as bibliographic retrieval systems.
Books on Approval	:	Books supplied by suppliers for selection by lecturers or librarians, which are subsequently to be ordered for the library collection.
Course Reading List (CRL)	:	A list of prescribed textbooks and recommended reading for courses offered by the Kulliyyahs.
E-book	:	A book composed in or converted to digital format for display on a computer screen or handheld device
Initial Physical Processing	:	Processing of books received by IIUM Library, which includes the processes of ownership stamping, inserting security strips, RFID tagging, and changing the status of materials from "In Process" to "Cataloguing".
LMS	:	KOHA Integrated library management system used by Dar al-Hikmah Library.
Monograph	:	A complete bibliographic unit or information package; it may be issued in successive parts at regular or irregular intervals, but it is not intended to continue indefinitely. It may be a single work or a collection that is not a serial.
Reorder	:	Placing an order with another vendor to obtain titles that have already been ordered but are still unavailable from the previous vendor.
Request for Information (RFI)	:	A Request for Information (RFI) is a formal document sent to suppliers before the procurement process to gather information about available products or services, supplier capabilities, technical specifications, possible solutions, market conditions. The purpose of an RFI is to collect information, not to obtain quotations or prices.

Vendor	:	A company or person that sells a particular product or service, e.g. books, serials, databases, equipment, information technology solutions, etc.

ABMS Notes:

1. In 7.1. Purchasing of Monograph:

Two (2) main offences stipulated in the Anti-Corruption Act 2009 (MACC Act 2009) Act 964:
1.1. Soliciting/Receiving Gratification (Bribe) [Section 16 & 17(a) MACC Act 2009].
1.2. Abuse of Power (Bribe) [Section 23 MACC Act 2009].

Activities in the procedure that are part of the ABMS control mechanism are as follows:

i. Conduct a market price survey,
ii. Request for Information (RFI)/quotation,
iii. Evaluate and approve the quotations by the Head of Unit (HOU).

One (1) main offence stipulated in the Anti-Corruption Act 2009 (MACC Act 2009) Act 964:
1.3. Abuse of Power (Bribe) [Section 23 MACC Act 2009]

Activities in the procedure that are part of the ABMS control mechanism are as follows:

i. Receive invoice and validate,
ii. Receive items in good condition.

2. In 7.2. Purchasing of E-book (One Time Purchase):

Two (2) main offences stipulated in the Anti-Corruption Act 2009 (MACC Act 2009) Act 964:
2.1. Soliciting/Receiving Gratification (Bribe) [Section 16 & 17(a) MACC Act 2009].
2.2. Abuse of Power (Bribe) [Section 23 MACC Act 2009].

Activities in the procedure that are part of the ABMS control mechanism are as follows:

i. Request for quotation,
ii. Follow up with vendor.

One (1) main offence stipulated in the Anti-Corruption Act 2009 (MACC Act 2009) Act 964:
2.3. Abuse of Power (Bribe) [Section 23 MACC Act 2009].

Activities in the procedure that are part of the ABMS control mechanism are as follows:

i. Received invoice and validate,
ii. Follow up with vendor.