

# MANAGING ACQUISITIONS AND COLLECTION BUILDING BY EXPLORATION OF POLICIES AND METHODS: STRATEGIES AT CENTRAL LIBRARY, JNU, NEW DELHI

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**Abstract** *The paper looks into the aspects of collection building with the complex process of acquisition. The acquisition section of a library, particularly in university library is the task meant for entire year. The span of acquisition includes evidence-based decision-making, collection assessment, collection-centered analysis, and user-centered analysis. The paper initiates with the description of process of acquisitions. Though there are various issues concerned with the acquisition process and challenges as well yet the routine steps are similar to identification, evaluation, selection, and placing the order to the chosen a vendor. The paper discusses the developments taken place in the acquisition section of Central Library, Jawaharlal Nehru University (JNU), New Delhi. The highlighted aspects are the collection development and approaches towards the better acquisition management.*

**Keyword:** *Collection Development, Acquisition, Academic Library, University Library*

## INTRODUCTION

Libraries serve their readers by providing them information in the form of reading materials such as books, periodicals, maps, music etc. These reading materials are not confined to only the print format but extended to other media such as photographs, recorded sound, videos, electronic, etc (Laskowski, Mary S., 2011). For example, the Library of Congress uses “six methods to acquire materials--Cataloging in Publication, Copyright, Exchange, Gift, Federal Transfer, and Purchase.” Certainly the library policies and guidelines support the collection building. The library policies are related with the following aspects:

- Cost involved in developing collection; subject wise and users' choice.
- Trends and customer satisfaction

The acquisition section in each library is the busiest section in the direction of building the collection in the form of windfall which may use the software for support as acquisitions module. The “Public procurement legislation” also plays a role in acquiring the reading materials (Patrick Mapulanga, 2015). The acquisition includes the electronic books too. The acquisition and selection may require few strategies such as “decision support system” (F.M.E. Uzoka, O.A. Ijatuyi, 2005). The selection of information sources

in various languages requires another kind of expertise. Whereas the selection is based in requirement, the “demand-driven” strategy functions well (Catherine S.Y. Kwok, Diana L.H. Chan, Ada S.M. Cheung, Ming Kan Wong, 2014).

The acquisition policies guide the smooth and time oriented collection building. In this age, the extended roles played by Internet are not beyond the ambit of acquisition section and readers. The libraries are experimenting and adopting new techniques to strengthen the collection and ease the process. The “operational efficiencies” are very much in demand (Janet L. Flowers, 2003) which include using CD-ROM, Internet etc. for acquisition procedure (Wong Chi Yan, G.E. Gorman, 1998; Amir Ghaebi, Sepideh Fahimifar, 2011) as the acquisition activities cost dearly (Kate-Riin Kont, 2015; Larry Nash White, 2009). The reading materials include conference proceedings in the kinds of documents to be purchased. The examples and trends can be found related with monograph acquisition too (Ann Chapman, Claire Creaser, David Spiller, 2000).

## ACQUISITIONS

Acquisition involves the process of budgeting, ordering, receiving, and processing materials for the library collection. To elaborate more, ODLIS (<http://www.abc-clio.com/>)

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ODLIS/odlis\_c.aspx) defines acquisitions as: “the process of selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies, such as publishers, dealers, and vendors, to obtain resources to meet the needs of the institution’s clientele in the most economical and expeditious manner.”

The acquisition section is responsible for entire acquisition process as mentioned earlier and also for maintaining accurate records of such transactions, apart from collection development. The active interest from librarian, faculty members and students is must for coordination having the expertise and specialization in the respective duties and purposes. The big libraries and other professional bodies provide acquisition principles for purchasing process, for example, the American Library Association offers a Statement on Principles and Standards of Acquisitions Practice for librarians to consider as they make purchasing decisions (<http://www.ala.org/advocacy/proethics/explanatory/acquisitions>). Gregory (2011, 82) identified three types of information items that must be considered in acquisitions.

- Those that are owned by the library
- Those that are leased by the library
- Those that are accessed electronically by the library (or its users)

Acquisition section is involved with the following activities such as:

- Purchase
- Inter Library Loan (ILL)
- solicitation of free items
- Books/documents received as gifts

## ACQUISITION AND COLLECTION DEVELOPMENT

The acquisition leads towards collection development and it involves the methodological criteria. The interrelated steps are taken within time-frame to have balanced collection spread over a range of subjects. The acquisition section keeps busy in activities such as:

- ordering, receiving, claiming, and payment
- selecting and evaluating supply sources

The acquisition section completes the process by negotiating pricing (Flowers J. L., 2003) at various levels and of course, the licensing of electronic resources. There are various aspects which require continuous assessment of the following:

- information needs
- usage statistics and analysis

- budgetary provisions

Since collection Development include selection method formulation to strategizing the new collection addition. Meanwhile the planning for cooperative actions for resource sharing and replacing the damaged or lost items from the collection go on simultaneously. The selection process does not end in a single step and may involve rigorous rechecking and redefining. The format of reading materials and rights such as access, ownership etc. are also taken into consideration. The collection development policy goes hand in hand with acquisition policy. The burning issue of access versus ownership is always alive while developing the collection.

The availability in different formats and avoidance of duplication of a recommended title requires attention from library staff. There are developments and gradual changes in library acquisition practices, user-oriented and initiated process and also in collection development based on partnerships such as electronic data interchange (EDI). Few related prominent facets are discussed as following:

## EVIDENCE-BASED DECISION-MAKING

This method is based on various statistics and speculations such as user demographics, usage statistics, their needs and future projections. This method involves usage of data in decision-making.

## COLLECTION ASSESSMENT

The evidence-based decision making depends on careful assessment of collection. The popular definition is “the systematic evaluation of the quality of a library collection to determine the extent to which it meets the library’s service goals and objectives and the information needs of its clientele. Deficiencies are addressed through collection development” (ODLIS; [http://www.abc-clio.com/ODLIS/odlis\\_c.aspx](http://www.abc-clio.com/ODLIS/odlis_c.aspx)). There are few following collective levels found in published literature:

- “Out of scope
- Minimal information
- Basic information
- Study or instructional support
- Research support
- Comprehensive”

There are few other methods to look into such as collection mapping in order to find out the relationship and popularity of collection with and among users. This helps in understanding the structure and levels of collection. Usually in a generalized way, the collection is considered as following:

- Basic collection
- General emphasis
- Specific emphasis

The collection mapping involves few attributes such as breadth, depth and level of understanding. By means of breadth, it is supposed to be having knowledge sources for everyone and by depth it means to fulfill the information needs of users. The collection mapping emphasizes on having base and core collections in itself. The collection mapping helps in various decision making activities such as planning for future by evaluating the needs and development of goals for collection.

### Few Practices, Experiences and Examples from Surroundings

The challenges and matters of acquisition along with cost-saving devices (W.A. Akinfolarin, 1990) are the oldest aspects in any library. Way back during the early eighties, Judith Collins, Ruth Finer (1982) stated, "Acquisition is an essential element in Universal Availability of Publications". Whereas Elaine Thornton (2011) studied the use of an automatic acquisition plan, few other researchers, Matt Barnes, Jon Clayborne, Suzy Szasz Palmer (2005) proposed the need to address "the dialogue among three different institutional forces – publishers, vendors, and libraries". The vendors are also important (Rumph, V.A. (2001; Kenney, K. (2006). The facets of "maximizing savings and value and maximizing profit" are significant for each force involved in collection development. Though libraries are building collection of information sources keeping the modernity in view yet there are few instances where the readers were not very enthusiastic to read the electronic version of the book (Monica Landoni, Gillian Hanlon, 2007). The emotional attachment with the physical book has been highlighted with the intention to explore various publishing models. Few possible models have been discussed are "a centralized unit of first resort; a decentralized region-based system; centralized national subject libraries; decentralized responsibilities; and a central collection of journals only" (Judith Collins, Ruth Finer, 1982). The electronic data interchange has been in vogue during last few years.

Paul Kelsey (2015) describes "the EDI (electronic data interchange) X12 ordering and invoicing implementation" and informs various aspects such as "the implementation process, the types of problems and resolutions". There are few essential elements related to acquisition process and development such as the change management, exhibition of leadership and capacity to incorporate the changes. The use of library automation, Internet tools and other social networking tools for the selecting and ordering the reading material is also a challenge as well as complementary (Moid A. Siddiqui, 2003).

In the recent times where the changes have been tremendous and the developments been enormous, the library environment has been governed by digitally literate user community. The book has been considered as a "physical object", and the "role of libraries as civic buildings" (Charlie Smith, 2014). The use of library software such as KOHA, SLAM and VIRTUA for their library operations has been popular in acquisition process. There have been challenges (Gregory, Vicki L., 2011) such as availability of skilled manpower, modern systems and need to cope with fast changing technologies (Kingdom Hudron Kari, Ebikabowei Emmanuel Baro (2014). The acquisition costs need optimizing and analyzing due to constraints, the concept of time optimizations also significant enough to play role (Holden, Jesse, 2010). The methods of "centralized and cooperative acquisitions", need-based acquisitions support in controlling the acquisition costs. "Activity-based costing" and "time-driven activity-based costing" have also come into picture to analyze the acquisitions cost behavior (Kate-Riin Kont, 2015).

### A Glimpse into Acquisition Section at JNU, Central Library

Collections added ( Books- Purchased and Gifted)

The acquisition of printed books displayed in the table reflects the number of books purchased during last five financial years. The data show that maximum number of books has been acquired during 2013-2014, followed by 2012-2013.

The above table shows various purchases/subscriptions made for electronic books during last four financial years. The

**Table 1. Print Books Purchased by the JNU Central Library during the Following Financial Years**

Sr. No.	Financial Year	No. Of Books	Expenditure
1	2010-11	1037	Rs. 19,90,339.00
2	2011-12	2207	Rs. 73,58,137.00
3	2012-13	5217	Rs. 1,27,10,861.00
4	2013-14	6140	Rs. 1,64,17,785.00
5	2014-15	3880	Rs. 1,27,48,907.00

**Table 2. Acquisition of e-Books during last Four Years**

Sr. No.	FINANCIAL YEAR	NO. OF e-BOOKS (Purchased/ Subscribed)	EXPENDITURE	TOTAL EXPENDITURE
1	2012-13	85482	Rs. 74,69,336.00	Rs. 74,69,336.00
2	2013-14	35439	Rs. 39,98,093.00	Rs. 43,48,016.00
3	2013-14	12 CD ROMS	Rs. 3,49,923.00	
4	2014-15	462	Rs. 28,06,511.00	Rs. 28,06,511.00

**Table 3. Books Received as Gift during the Following (Five) Financial Years:**

Sr. No.	FINANCIAL YEAR	NO. OF BOOKS	Cost concerned (worth)
1	2010-11	254	NA
2	2011-12	298	NA
3	2012-13	676	Rs. 1,74,437.00
4	2013-14	1646	Rs. 8,26,472.00
5	2014-15	1367	Rs. 7,08,084.00

data reflect that a big number of electronic books have made entry into the library collection. The expenditure done so far creates a picture of continuity yet no consistent amount is fixed to be spent. The purchasing is according to the demand and recommendations of the faculty members and students. The framed policies and guidelines have been supportive in acquisition of electronic books.

Receiving books and other documents as gifts in the library strengthens the library collection. The JNU Central Library receives donations, gifts of books throughout the year, hence, the collection grows. Various significant publications from the nation have enriched the library collection. The costs associated with these kinds of documents are given in the data. The library has received Gifted/donated Books from Individuals and organizations such as World Bank, VHAJ etc. the library has also received books from faculty members at various times and these books were showcased for selection of books. Some of these books have been added into library collection and some of the books were distributed (free) to students.

### **New Books Acquired During 2013-2014**

While concentrating on the purchase made during 2013-

2014, it has been found that most of the printed books and electronic books are purchased during this period.

### **Books for SCHOOLS/SPECIAL CENTRE during 2013-2014**

There are various schools and centers for which the purchasing of books is done. The related table reflects about the expenditure on various schools in which different subjects are taught and research goes on. It has been found that there is no uniformity or fixed formula for budget allocation for various schools and subjects. The acquisition of books and electronic books is done according to requests and recommendations made by the user community. The data reflect that in the School of International Studies, School of Language, Literature & Culture Studies, and School of Social Science, expenditures have been comparatively more than other schools.

### **Books Recommended by the faculty of JNU for Central Library during the Financial Year 2014-2015**

The data reflect the recommendations from various schools/

**Table 4. No. of e-Books purchased during 01.04.2013 to 31.03.2014**

Sr. No.	FINANCIAL YEAR	NO. OF E-BOOKS/ CD ROMS	TOTAL EXPENDITURE
1	2013-14	35439	Rs. 39,98,093.00
2	2013-14	12 CD ROMS	Rs. 3,49,923.00
		Total	Rs. 43,48,016.00

**Table 5. Books for Schools/Special Centre during 2013-2014**

Sr. No.	NAME OF SCHOOLS/SPECIAL CENTRE	TOTAL EXPENDITURE IN (RS.)
1	SCHOOL OF ART & AESTHETICS	6,09,586.00
2	SCHOOL OF COMPUTER & SYSTEM SCIENCES	1,96,102.00
3	SCHOOL OF COMPUTATIONAL & INTEGRATIVE SCIENCES	32,555.00
4	SCHOOL OF ENVIRONMENTAL SCIENCES	5,31,153.00
5	SCHOOL OF PHYSICAL SCIENCES	3,94,859.00
6	USIC	17,881.00
7	SCHOOL OF BIOTECHNOLOGY	8,031.00
8	SCHOOL OF INTERNATIONAL STUDIES	71,91,471.00
9	SCHOOL OF SOCIAL SCIENCE	43,30,496.00
10	SCHOOL OF LANGUAGE, LITERATURE & CULTURE STUDIES	24,55,381.00
11	SPECIAL CENTRE FOR THE STUDY OF LAW & GOVERNANCE	1,90,687.00
12	SPECIAL CENTRE FOR SANSKRIT STUDIES	6,118.00
13	SPECIAL CENTRE FOR NANO STUDIES	42,863.00
14	HEALTH CENTRE (JNU)	6,556.00
15	FACULTY PUBLICATIONS	1,97,793.00
16	LIBRARY	88,011.00
17	GOVT. DOCUMENTS	1,18,242.00
	TOTAL EXPENDITURE FOR SCHOOLS/SPL. CENTRES	1,64,17,785.00

**Table 6. Books Recommended by the faculty of JNU for Central Library during the Financial Year 2014-2015**

Sr. No.	Schools/Centre's	Recommended Books	Sr. No.	Schools/Centre's	Recommended Books
1	SBT	1	28	SL/CIL	199
2	SPS	36	29	SL/CL	90
3	SAA	84	30	SL/CRS	11
4	SC&SS	39	31	SL/CPCAS	13
5	SC&IS	11	32	SL/CSPILAS	9
6	SES	30	33	SSS/CESP	34
7	SIS/CAS	72	34	SSS/CHS	239
8	SIS/CCUSLAS	87	35	SSS/CISLS	14
9	SIS/CEAS	88	36	SSS/CP	119
10	SIS/CES	44	37	SSS/CPS	104
11	SIS/CIAS	69	38	SSS/CSSP	1
12	SIS/CIPS	51	39	SSS/CSRD	125
13	SIS/CILS	55	40	SSS/CSSS	89
14	SIS/CITD	2	41	SSS/ZHCES	93
15	SIS/CIPOD	21	42	SSS/CSDE	8
16	SIS/CRCAS	118	43	SSS/GAE	17
17	SIS/CSAS	6	44	SSS/CSM&CH	33
18	SIS/CWAS	389	45	SSS/CMS	1
19	SIS/CCPPT	35	46	SSS/NEISP	1
20	SL/CAS	45	47	SLS	21
21	SL/CAAS	313	48	SCSLG	3
22	SL/CCSEAS	8	49	SCSS	111
23	SIS/CSCSASPS	2	50	SCNS	22
24	SL/CES	173	51	VC	6
25	SL/CFFS	1	52	Central Library	40
26	SL/CGS	10	53	Faculty Publications	173
27	SL/GS	1	54	Rector Approval	347

**Table 7. E-Books Purchased by the JNU Central Library during the Financial Years: 2014-15**

Sr. No.	Year	No. of e-Books	Amount
1	2014-15	462	Rs. 28,06,511.00

**Table 8. E-Books Purchased by the JNU Central Library during the Financial Years: 2014-15**

Sr. No.	Schools/Centre's	No. of E- books	Sr. No.	Schools/Centre's	No. of E- books
1	SPS	2	17	SIS/CCPPT	13
2	SAA	24	18	SL/CP&CAS	1
3	SC&SS	20	19	SL/CL	14
4	SES	4	20	SL/CSPILAS	4
5	SIS/CITD	1	21	SSS/CESP	4
6	SIS/CAS	19	22	SSS/CHS	29
7	SIS/CCUSLAS	27	23	SSS/CISLS	26
8	SIS/CEAS	23	24	SSS/CP	14
9	SIS/CES	28	25	SSS/CPS	2
10	SIS/CIAS	11	26	SSS/CSRD	15
11	SIS/CIPS	5	27	SSS/CSSS	3
12	SIS/CILS	9	28	SSS/ZHCES	10
13	SIS/CIPOD	20	29	SSS/CSDE	2
14	SIS/CRCAS	32	30	SSS/GAE	8
15	SIS/CSAS	10	31	SSS/CSM&CH	8
16	SIS/CWAS	74			

centers in different subjects. It is visible that there is no fixed number of books that are to be acquired by the library. The recommendations inform about the choice, need and collection development in particular subject field.

### **E-Books Purchased by the JNU Central Library during the Financial Year 2014-2015**

The purchasing of e-books has been done throughout the financial year 2014-2015. A good number of e-books have been recommended by the faculty members and students in various subjects. The data show that there has not been any uniformity in the number of e-books recommendations by schools and centers as there is variation in the number of requested e-books.

Among the schools/centers, 07 of them have sent requests for more than 20 e-books while rest of them has numbers varying from 01 to 19 e-books.

### **CONCLUSION**

For the collection development, acquisition section transforms the entire acquisition process by analyzing the methods applied for purchasing the books. The publishing environment is also responsible in modifications and changes into processes of acquisition function of library. The users' expectations, their needs, the push from the digitally charged ambience are few of the factors leading the more and more editing in the acquisition policies of university libraries. The budgets, expenditures and involved planning come forward to finalize the direction of collection development in the print as well as electronic format books.

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