



Selection of Materials to be Purchased Procedures



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Selection of Materials to be Purchased Procedures

The college librarian distributes the selection tools or examination copies and acquisition slip to the dean, block chair/module coordinator, department heads, faculty members, and members of the library committee.



The college librarian collects the acquisition/recommendation slip.



The college librarian compares to order file/shelf list to verify if the requested title is already available in the collections. Further verification is made regarding author, volume, edition, and copyright date.



If not available in the collection, check examination copies /bibliographic searching. Make a notation if none.



Referendum for the approval of the selected materials is prepared by the library committee.



If not all of the items in the referendum were approved, the college librarian removes the disapproved titles from the list of books to be purchased.



Proceed to acquisition/purchase of materials.