

NATIONAL LAW UNIVERSITY, DELHI

LIBRARY PROCUREMENT POLICY

The purpose of the Library Procurement Policy is to lay down the guidelines for procurement of books, and electronic resources for the TPS Chawla Library at National Law University, Delhi. This policy provides the guidelines and procedures for procurement from distributors, publishers and from e-commerce.

Overall Guiding Principles:

- 1. All procurement of books and electronic resources shall be done in consultation with the concerned faculty members in the respective subject areas.**
- 2. Balanced development of the library collection in all subject areas will be a core commitment in using this procurement policy.**
- 3. The Library Committee shall have the primarily responsibility of assessing the appropriateness of this policy and the amendments that might be required to serve the best interests of the University.**

1. Categories of Books

The procurement of books shall be divided into the following seven (7) categories:

1. Indian Law books, ParaLegal Books, including Indian Reprints, Bare Acts and Student Academic/Text Books.
2. Foreign Law books, ParaLegal Books, and Student Academic/Text Books in these categories. (Import)
3. Indian Law Reports (Bound/Loose Issues) including Supreme Court, All High Court and Subject Specific Reports; Indian Academic Journals; Encyclopedias published by Indian Publishers.
4. International Law Reports (Bound/Loose Issue), Encyclopedia and Academic Journals (Import)
5. Indian Social Science and Humanities Books
6. Foreign Social Science and Humanities Books
7. Books/ Journals / Reports published by Govt/ NGO/Public Institutions (India and International).

II. Modes of Procurement

Procurement of books/ repositories/ databases for the TPS Chawla Library at National Law University, Delhi shall be done through the following means:

1. Procurement of physical books from book distributors
2. Procurement of physical books from publishers
3. Procurement of physical books from e-commerce websites
4. Procurement of specific e-books
5. Procurement of e-book repositories from publishers
6. Procurement of legal and journal databases

III. Procurement of physical books from book distributors

- 1) The procurement of physical books from distributors shall comprise the following two parts:
 - a. Identifying the panel of distributors
 - b. Procedure for placing specific orders

a. IDENTIFYING THE PANEL OF DISTRIBUTORS

- (i) There shall be a panel of distributors for each category of books identified in Clause I.
- (ii) The panel of distributors for each category shall be created by first calling for an 'Expression of Interest'. The call for 'Expression of Interest' will provide eligibility requirements, detailed conditions for the supply of books in the different categories, and also the minimum discount rate for each category of books.
- (iii) It shall be an explicit condition in the call for 'Expression of Interest' that by submitting an 'Expression of Interest', the distributor agrees to the minimum discount rate against the relevant category/ categories.
- (iv) The call for the 'Expression of Interest' shall be drafted by the Librarian/ Library In-Charge in the first instance and shall be placed before the Library Committee for approval. It shall be published only after the approval of the competent authority.
- (v) All submissions in response to the call for the 'Expression of Interest' shall be evaluated through a procedure determined by the competent authority.
- (vi) After such evaluation, a panel of eligible distributors shall be identified against each category of books.

- (vii) Where books are to be procured from distributors, only distributors identified against each category shall be eligible to supply books falling within that category.

b. PROCEDURE FOR PLACING SPECIFIC ORDERS

- (i) When specific books approved by the Library Committee are to be procured, the Librarian/ Library In-Charge shall determine the specific category of books applicable to the books.
- (ii) Once the category has been identified, the library shall send the list of books in that category to the distributors on the panel identified against that category. While sending this list, the Librarian/ Library In-Charge shall require the distributors on the panel to respond to the following points:
 - (a) Availability of the books in stock
 - (b) Discount being offered on the book (above the minimum stated in the 'Expression of Interest')
 - (c) Time required for the delivery of the order
- (iii) The order shall be placed with distributor offering the highest discount.

However, in exceptional cases the distributor offering the highest discount requires significantly more time for delivery than another distributor (with the discount difference being no more than 3%), the order can be placed with the distributor assuring faster delivery with the approval of the competent authority along with the plausible reasons necessitating faster procurement.

- (iv) If distributors repeatedly fail to deliver book within the committed timeframes, it shall be a ground for removing them from the panel of distributors and shall also be a ground for disqualification from submitting an 'Expression of Interest' for any category in the subsequent round of determining the panel of distributors.

IV. Procurement of physical books from publishers

- (i) When distributors on the panel are unable to supply the required books required, the Librarian/ Library In-Charge shall approach the publisher directly to procure a physical copy of the book.
- (ii) In the situation that the publisher cannot directly supply the book and requires the book to be procured from their identified distributor, the Librarian/ Library In-Charge shall approach the distributor identified by the publisher with the necessary approval from the competent authority.

- (iii) In such a situation, the Librarian/ Library In-Charge is authorised to procure the book from the distributor identified by the publisher even if such distributor is not on the panel of distributors.

V. Procurement of physical books from e-commerce websites

- (i) Procurement of physical books from e-commerce websites shall be permitted in the following two circumstances:
 - a. When physical books need to be procured urgently, procurement from e-commerce website shall be permitted with the necessary authorization from the competent authority. The authorization shall clearly state the reasons for the urgency and shall also be accompanied with the price comparison from the publisher's website. In situations where the price is not available on the publisher's website, the price can be ascertained through email communication and such communication will be attached with the request for authorisation.
 - b. When physical books cannot be supplied by distributors and cannot be procured from the publishers, procurement from e-commerce websites shall be permitted with the necessary authorization from the competent authority. Such authorisation shall be accompanied with communication demonstrating that attempts were made to procure the books from the distributors and the publisher.
- (ii) The payment on such e-commerce websites shall be through a debit card issued in the name of the Librarian/ Library In-charge linked to an imprest account created exclusively for such payment. Until such an account is created and a debit card is issued, payment on such e-commerce website shall be through the University debit/ credit cards in custody of the appropriate University authority/ authorities. Such cards shall be used for procurement on e-commerce websites only after the competent authority has authorised this mode of procurement.

VI. Procurement of e-books

- (i) In the event that an order has to be placed for specific e-books, procurement directly from the publisher/ e-book aggregator platforms shall be permitted.
- (ii) In procurement of specific e-books, the Librarian/ Library In-Charge shall endeavour to negotiate the most liberal terms for accessing and using the electronic copy of the book.
- (iii) Procurement of specific e-books shall be undertaken only when there is a specific request for an electronic copy.

VII. Procedure to determine books for procurement

- (i) Faculty members and University research associates can recommend books for procurement and shall send their recommendations to the Librarian/ Library In-Charge.
- (ii) As far as requests from students are concerned, they must be forwarded with a recommendation by the faculty member in the concerned subject area or in the subject area closest to the book title. The Librarian/ Library In-Charge shall assess the quality of the book in consultation with the concerned faculty member and its necessity before placing it before the Library Committee for approval.
- (iii) The Librarian/ Library In-Charge shall place recommendations by faculty members and research associates directly before the Library Committee for approval. The only check required will be to ensure that a copy of the recommended does not already exist in the library collection.
- (iv) The Librarian/ Library In-Charge can also recommend books for procurement by placing it for approval before the Library Committee.

VIII. Procurement of e-book repositories from publishers

- (i) For procurement of e-book repositories from certain publishers, the Librarian/ Library In-Charge shall place such proposals that are received for the consideration of the Library Committee.
- (ii) Proposals can either be sought from the publishers (or their specified distributors) or they can be unsolicited proposals.
- (iii) In placing such proposals before the Library Committee, the Librarian/ Library In-Charge shall highlight the terms of access for the books in the particular repository

IX. Procurement of legal and journal databases

- (i) In procurement of legal and journal databases, the Librarian/ Library In-Charge shall compare the subscription rates being quoted with at least 3 other National Law Universities to ensure parity or if available, the negotiated rate with the eSS Consortium INFLIBNET. Such comparison shall be produced with the proposal for approval placed before the Library Committee.
- (ii) In negotiating subscription rates, the Librarian/ Library In-Charge shall endeavour to avoid single year subscription models and there shall be a preference for multi-year models.

X. Magazine/ periodical subscriptions

- (i) The list of magazines and periodicals to which the University has subscribed shall be placed before the Library Committee once every 12 months.
- (ii) Any addition to this list shall be placed for approval before the Library Committee.
- (iii) Subscriptions for magazines/ periodicals should necessarily include electronic access and also access to the respective archives.
- (iv) There shall be an updated list of magazine/ periodical subscriptions on the library webpage with the necessary indication as to physical copy/ online/ archival access.

XI. Strategy to assess and develop the library collection

- (i) A strategy shall be developed to regularly assess and develop the library collection. This exercise to assess and develop the collection shall fundamentally look into the relative areas of strength and weakness of the collection as far as different disciplines/ substantive areas are concerned.
- (ii) A guiding principle of such an exercise shall be to ensure that proportionate development of the collection in all relevant disciplines/ substantive areas and avoid skewed development of the library collection.
- (iii) Developing the framework for such assessment shall be done by a sub-committee identified by the Library Committee with the approval of the competent authority. Once such a framework is developed, the Librarian/ Library In-Charge shall implement it and present the assessment of the collection at least once in six (6) months.

XII. Review of procurement policy

- (i) The procurement policy shall be reviewed as and when required but shall necessarily be reviewed once in two years.

XIII. Power to remove difficulties

- (i) The power to remove any difficulties arising from the provisions above shall lie with the Vice-Chancellor.