

Finance Policy FND_UCT Libraries Acquisition of Information Resources_PUR008

Objective To provide governance in respect of the procurement of library information resources and ensure that risks are effectively managed and the interests of the Libraries and UCT are protected.

In addition, to ensure that:

- Procurement of information resources on the external Library Services Platform (LSP) and payment processing for information resources via the UCT Finance System (SAP) follows appropriate procedures in relation to the nature and value of library acquisitions' expenditure.
- The selection criteria for procurement of library information resources is in terms of the UCT Libraries Collection Development Policy.
- The procurement process is transparent.

Scope Applies to the procurement and payment processing of all information resources by UCT Libraries, and includes procurement of information resources using purchasing cards.



Procurement i.e. placing and receipting of orders is done on the LSP, which is separate from SAP. Daily interfaces from the LSP create Purchase Orders (POs) on SAP, which then follow the standard approval and payment processes.

Applicable to All purchases of, and subscriptions to, information resources by UCT Libraries against all funds administered by the University.

Additional information

- Delegated Authority Limits [[GEN002](#)]
- Procurement [[PG001](#)]
- Threshold values for purchasing [[PPP002](#)]
- Vendor take-on practice note [[PUR007](#)]
- Purchasing Card (PCard) [[PUR002](#)]
- Import and export of goods [[PPP001](#)]
- UCT Quotations, Tenders and Requests for Proposals (RFPs) [[PUR004](#)]
- [Collection Development Implementation Guidelines](#)
- [Special Collections Collection Development Implementation Guidelines and Procedures](#)

Definitions

- **Once-off purchase:** purchase of material that is not continuing, not periodic in nature e.g. monographs.
- **Subscription:** an arrangement for receiving, or making use of, an information resource of a continuing or periodic nature on a recurring prepayment plan.
- **Library Services Platform:** proprietary software application that has been developed to handle basic housekeeping functions of a library, including a module for acquisitions functionality.
- **Information Resources:** includes databases, journals, books, and information in any other format, and the systems required to make these accessible, as well as research support tools.

Policy Procurement of Information Resources on the Library Services Platform

- Selection of information resources for purchase/subscription is in accordance with the *Collections and Special Collections Development Implementation Guidelines*.
- The procurement process should follow the optimum and appropriate method for the type of acquisitions' expenditure in order to ensure a cost effective "procure to pay" process.
- The procurement process must follow appropriate procedures in relation to the value of expenditure in terms of the *Delegated Authority Limits*.
- All procurement is subject to UCT standard terms and conditions of purchase as well as any additional terms and conditions which have been negotiated for a specific transaction or contract.
- Vendors are obliged to comply with all policies of UCT.

Procedure	Acquisition Expenditure/ Order Type	Order Procedure
	Print and audio-visual material (once-off purchase) This includes: print books, maps, online videos, DVDs, CDs	Orders are placed based on place of publication, availability, format and price of the item, and delivery requirements of the order request.
	Electronic books (once-off purchase)	Orders are placed based on availability on preferred platforms and price of the item.
	Subscriptions: print journals	Orders are placed with subscription agents providing a consolidation service where this adds value, alternatively directly with the publisher.
	Subscriptions: electronic journals, journal packages, databases, electronic books, and once-off purchase of archive databases	Orders are placed with subscription agents where the services they offer add value, alternatively directly with the publisher. Where there is a SANLIC (South African National Library and Information Consortium) deal in place for a required resource, UCT Libraries will participate in the deal.
	Binding of library resources	Use vendors as approved by Procurement and Payment Services (PPS) vendor management.
	Library memberships	Orders placed directly with membership bodies.
	Research support tools	Orders placed directly with producer where possible, alternatively through a subscription agent.



Acquisition Expenditure/ Order Type	Order Procedure
Computer software and licences	Consider suppliers of a product/service for an identified library need. Once the product for the need is decided upon, the order will be placed with the supplier of that service/product.
Customs, clearing and delivery charges	Use UCT preferred vendor where possible. Most items received from courier and freight companies are co-ordinated by the UCT Foreign Payments Department.

Assignment of print book vendors

A vendor is selected based on availability, format, the price of the item and delivery requirements (i.e. urgency) of the order request. The performance of book vendors is evaluated periodically. The aim is to work with a reduced number of vendors for most cost-efficient freight expenses.

UCT PCard (purchasing card) use

The UCT PCard is used to either facilitate purchase of material online, when urgently required, or where this is the most efficient or only payment method for the vendor. A vendor on the LSP is usually either a SAP trade vendor or a PCard vendor.

Selecting an e-book platform

Where a publisher sells their e-books directly and individually, UCT Libraries’ preference is to purchase access directly from the publisher. When this is not possible, UCT Libraries will purchase access on the e-book aggregator platform with the most suitable lending model and the most cost-effective purchase model.

Participation in SANLiC (SA National Library and Information Consortium) deals

When a required resource is available through a SANLiC deal, UCT Libraries will participate in the deal. Where there is a choice of vendor for the deal, our preference is to subscribe directly with publisher or with the sole supplier/regional representative for the product.

Implementation responsibility The Executive Director: Libraries is accountable for this policy. The Deputy Director: Information Systems and Resources and the Section Manager: Acquisitions & Binding are responsible for the implementation and application of these processes and procedures, whenever expenditure is incurred against UCT funds.

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Policy owner	Executive Director: Finance
Responsible for update	Executive Director: Libraries
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