

LIBRARY POLICY MANUAL

SECTION: Administration

Date Issued: 8/21/02

SUBJECT: Direct Orders

Revised:

Attachments: 1

I. Purpose

The purpose of this policy is to provide a process for ordering materials through both credit and prepay vendors, other than the primary materials vendors, which insures the Director's approval and enables tracking of funds for budgetary purposes.

II. Policy

It is the policy of the Library to order any materials for its collections from its primary materials vendor when at all possible. If the desired item is not available from the primary materials vendor, a direct order may be made placed with any available vendor.

III. Procedure

1. Check the primary materials vendor for availability of item. If the item(s) is not available, proceed to the following steps. **(Selectors)**
2. Complete the top portion of the "Direct Order Form"; **(Selectors)**
3. Attach any additional information to this form (i.e.: an order form, a copy of a page from a catalog, a copy of a web site page, etc.); **(Selectors)**
4. Submit the completed "Direct Order Form" to the Director for approval. **(Selectors)**
5. Following approval, the Director submits the "Direct Order Form" to the Administrative Assistant for ordering. (If the request is denied, the Director passes the form on to the Administrative Assistant for filing, and the Administrative Assistant makes a copy to be returned to the Selector for his/her information);
6. Order the item within 10 days; **(Administrative Assistant)**
7. Forward a copy of the form to Technical Services within 2 days; **(Administrative Assistant)**

8. Submit an invoice and/or packing slip to the Administrative Assistant when the item is received. **(Technical Services staff)**
9. Perform an audit of books ordered versus books received at the end of each fiscal year and pursue resolution of any items paid for, but not received. **(Administrative Assistant)**