Library Resource Purchase Policy and Procedure

1. Purpose

The purpose of this policy and procedure (Policy) is to establish a consistent standard and process for the procurement of library resources with an appropriate quality and quantity.

2. Scope

This Policy applies to all staff (academic and non-academic) and students that request the purchase of library resources.

3. Roles and Responsibilities

Head of School: The Heads of Schools are responsible for ensuring the relevance and quality of the library resource purchase and have a duty of care to consider the budget allocated to the school when approving the request for the library resource purchase.

Supervisors: The supervisors of a department are responsible for ensuring the relevance and quality of the library resource purchase and have a duty of care to consider the budget allocate to the school when approving the request for the library resource purchase.

Head of Compliance or Dean: The Head of Compliance or Dean is required to approve all new library resource purchases that exceed $3000. Any purchase requests, approvals or changes to the budget cannot exceed the budget cap set by the college.

Financial department: The Financial Department is responsible for the payment approval related to the purchase of library resources.

Librarian: The librarian will be responsible for the final overview of the application and purchase of library resources to ensure relevance and quality of library resource.

4. Definitions

Library resource: Means all college library resources including, but not limited to, books, journals, articles and any other material available on the platforms the library has in place.

Academic Staff: A staff member that is involved in the delivery of the courses of the college, including but not limited to- the Head of Schools, Trainers, Lecturers, Tutors and Course/Subject Coordinators.

Financial Department: Is the financial department that administers the finances of Brighton Pacific through Australia Institute of Business and Technology (AIBT) and Australia Institute of Business and Technology -International Pty Ltd (AIBT-I)

Non-Academic Staff: Is all other staff of the college that do not engage in direct or indirect teaching of students.

Students: Students of the colleges who have use of and access to the library.

Librarian: The person/s responsible for the library system and management and the distribution of the library resources.

Scholarship: Scholarship refers to high level learning of a discipline.

Personal Development: (TBA)

5. Related Legislation and Documents

"Purchase Request Form" This form is available online at:
https://library.aibtglobal.edu.au/library-services/purchase-request/

Library manual: https://library.aibtglobal.edu.au/help/library-manual/

6. Policy Statement

6.1 General Principles

The acquisition of quality and quantity of library resources must be in the pursuit of facilitating student learning, or the improvement and/or creation of college activities.

Any purchase of resources outside of the library systems will be the responsibility of those that purchase the resource. If the outside learning resources are given to the library, the library will take responsibility at the time the learning resources are given. Any damage prior to the resources given to the library is not the responsibility of the library.

6.2 Students

Students may place an order for the purchase of a library resource relevant to discipline they are studying by following the procedure(s) in Section 7.

6.3 Academic Staff

Academic staff may place an order for the purchase of a library resource relevant to the personal development and scholarship discipline by following the procedure(s) in Section 7.

6.4 Non-Academic Staff

Non-Academic staff may place an order for the purchase of a library resource relevant to the project or personal development by following the procedure(s) in Section 7.

6.5 Financial

The library does not control the budget for each department or school of a college. However, the library will provide advice to the Financial Department and other relevant parties upon requests.

The maximum budget for each school of the college is $10 000 and may be increased by written request by the Head of School to the Dean or Head of Compliance of the college.

6.6 Request Approval

A purchase request must be approved by the Head of School to ensure the quality and quantity of the library resource is relevant.

Any purchase order over $3000 must be approved by the Head of Compliance or Dean of the relevant college.

The Librarian will be responsible for final approval of the purchase of library resources to ensure no inconsistencies between the application and the actual purchase.

All parties who are required to approve the purchase of the library resource may request additional information from the requestor for the purchase request prior to approving the purchase.

6.7 Request Refusal

Any request for approval of a library resource purchase can be refused at any time in the process based on a reasonable circumstance or reason.

Reasonable circumstances or reasons can include, but are not limited to, budget restrictions, reasonability of the quality and quantity of the library resources, incorrect information or limitation of the library to acquire the resources.

All refusals and reasons for the refusal should be communicated in writing by those refusing the request for the purchase. The library will notify the person who submitted the request with the reasons for the refusal.

A request for new library resources can be denied by anyone who is responsible for the application approval.

All grievance with the decision must follow the relevant complaint and grievance policy and procedures of the relevant college.

All refusals of requests must be kept with the written reason for the refusal in accordance with the colleges documentation retention policy and procedures.

6.8 Purchase

The Finance Department will approve the funds to be used for the purchase of library resources.

The Librarian will be responsible for the purchase of the library resources through the platforms the library has implemented.

The purchase and order of the library resources should only be completed if the approval documentation has been completed.

6.9 Invoices and documentation

Documentation including the application to purchase library resources and the associated purchase invoices should be forwarded to the Financial Department. The Financial Department will keep a record of all invoices and payments of library resources for audit purposes.

6.10 Timeframe

The standard processing time of the request is typically 5 to 7 working days.

The urgency of the request can be selected from the drop-down menu.

If the purchase request is urgent, it will be processed with priority, the processed time can be shortened to 1-3 business days with clear justification provided and approval from the requestor's supervisor.

The processing time of the request may be delayed by unforeseen circumstances. These circumstances may include, but are not limited to, the availability of and communication for the approval process. If the processing of the request is delayed, communication in writing should be sent to the person who submitted the request and a copy will be attached with the request documentation.

6.11 Resubmission

A rejected purchase request can be resubmitted by replying to the rejection email from the initial purchase request with additional justification.

A review of the purchases made at the college can be conducted at any time.

6.12 Ownership and use of library resources

The ownership and copyright of the library resources will adhere to the platforms that the resources were purchased from.

The purchased library resources should only be used by those with permission to use the library. These include, librarians, college staff and college students.

7. Procedure

7.1 College Staff and Student Library Purchase Request for an online book in ProQuest Ebook Central

1. Access the ProQuest eBook Central Preview site (https://public.ebookcentral.proquest.com/choice/Login.aspx?r=needlogin) and create an account with your college email. (Account will take 1-2 working days to process).
2. Find and collect information for requested resources
3. Complete the request form (Website: https://library.aibtglobal.edu.au/library-services/purchase-request), upload any supporting document and submit the "Purchase Request Form" with the copy of the ProQuest eBook Central Preview cart to the library.
4. The library will oversee the application and send the "Purchase Request Form" to

gain approval, following the chart provided in the Section 9, from;

     a. the relevant Head of School or supervisor; and

     b. the Financial Department.

5. The Librarian will oversee the application and give the final approval and place the purchase order with the platform and system set up in the library.

6. The requestor will be notified of the purchase and the "Purchase Request Form", attachments and the invoice will be sent to the Financial Department.

Refer to the Library manual in Appendix 9. https://library.aibtglobal.edu.au/help/library-manual/

7.2 College Staff and Student Library Purchase Request for other types of library resources

1. Find and collect information about the required resources

2. Complete the request form (Website: https://library.aibtglobal.edu.au/library-services/purchase-request/), upload any support document, and submit the "Purchase Request Form". 2.

3. The library will oversee the application and send the "Purchase Request Form" to gain approval, following the chart provided in the Section 9, from;

     a. the relevant Head of School or supervisor; and

     b. the Financial Department.

4. The Librarian will oversee the application and give the final approval and place the purchase order with the platform and system set up in the library.

5. The requestor will be notified of the purchase and the "Purchase Request Form", attachments and the invoice will be sent to the financial department.

Refer to the Library manual in Appendix 9. https://library.aibtglobal.edu.au/help/library-manual/

8. Subject

N.A.

9. Appendix

Library Manual: https://library.aibtglobal.edu.au/help/library-manual/

10. Approval and Review Details (Policy Information and Modification History)

Approval and Review	Details
Contact officer	Faculty Head – Accounts and Management
Policy and procedures approved by	Chief People and Legal Officer
Date approved	29/05/2019
Date effective from	29/05/2019
Date of next review	30/08/2019

Modification History

Date	Sections	Previous Details	Modification
08/05/2019	3, 6.6 and 9	CEO	Head of Compliance
	4. Definitions	Financial Department: Is the financial department that administers the finances of Brighton Pacific through Australia Institute of Business and Technology (AIBT) and Australia Institute of Business and Technology International Pty Ltd (AIBT-I)	Financial Department: Is the financial department that administers the finances of Brighton Pacific through Australia Institute of Business and Technology (AIBT) and Australia Institute of Business and Technology International Pty Ltd (AIBT-I)
	5 Related Legislation and Documents	Change the content and provide links to Purchase Request form and Library manual.	
	6.5 Finance	The budget and funding are decided by the college.	deleted
	6.10 Timeframe	The urgency of the request can be selected from the drop-down menu on "Book purchase request form" and "Non-book purchase request form".	The urgency of the request can be selected from the drop-down menu.
	7.1 & 7.2	Change the titles and content in both sections.	
	10 Approval and Review Details	Head of Compliance	Chief People and Legal Officer

Library resource purchase procedure (within the threshold/cap)

Step 1. Requestor

(All Staffs/Students)

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Step 2. Library

↓ CC Finance

Step 3. Head of School

Head of Department

Approved ↓

Step 4. Library

↓

Step 5. Finance

↓

Step 6. Complete
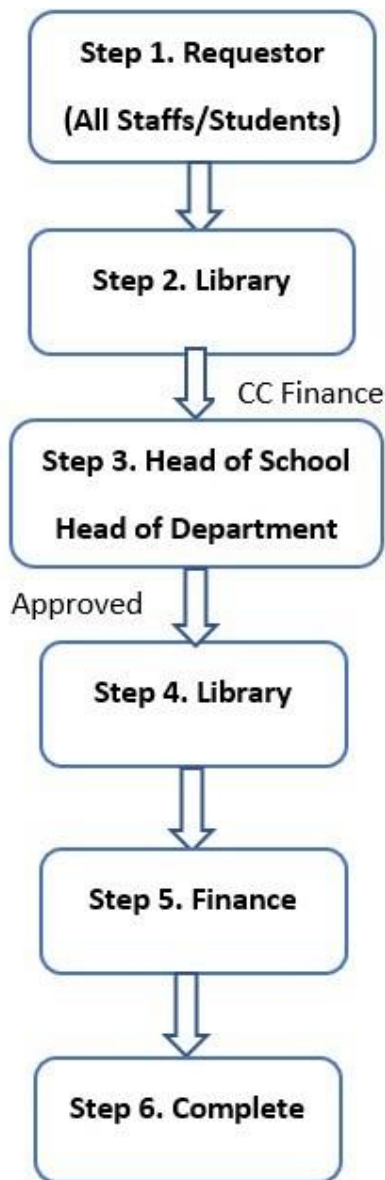
Step 1.
- Requestor Access the ProQuest eBook Central Preview site (https://public.ebookcentral.proquest.com/choice/Login.aspx?r=needlogin) and create an account with your college email. (Account will take 1-2 working days to process).
- Find and collect the resources
- Create a copy of the cart with the resources, price and quantity clearly shown.
- Complete the request form (Website: https://library.aibtglobal.edu.au/library-services/purchase-request/) and submit the "Purchase Request Form" with the copy of the ProQuest eBook Central Preview cart to the library.

Step 2.
- The library will overview the application.
- Check whether the resources exist in the library or not.
- Check the requestor is Academic Staff/Non-Academic Staff/Student
- Send the Purchase Request Form to gain approval from the relevant Head of School or supervisor

Step 3.
- Head of School/Head of Department check and approve the purchase request
- At the same time Head of School/Head of Department also need to check their own cap and threshold
  Step 4.
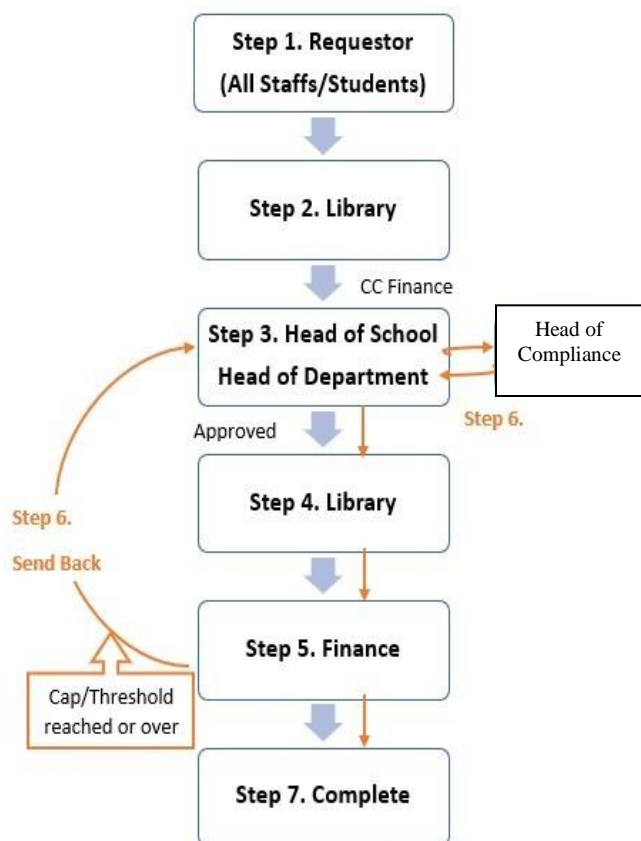- Once Head of School/ Head of Department approves, library forward the approval to Finance department

Step 5.
- Finance check the cap and the threshold
- Finance process the payment

Step 6. Completed
- The library will place the purchase order with the platform and system set up in the library.
- The applicant will be notified for the completion of purchase

Discovery LIBRARY

Library resource purchase procedure (over the threshold/cap)

**If the request is over the threshold or over the total cap for that department, finance will send back the request to Head of School/ Head of Department. **

Step 6.

- Head of School/Head of Department needs to give clear justification to the Head of Compliance and seek approval from Head of Compliance
- The Head of Compliance approves or rejects the adjustment for the cap (not over the annual cap) or raise the threshold
- The Head of Compliance then sends the approval/rejection back to Head of School/ Head of Department
- Head of School/Head of Department then informs the library about the decision

Step 7. Complete

- The library records the new cap/threshold and informs the finance department
- The library will place the purchase order.
- The applicant will be notified for the completion of purchase