



GUAM PUBLIC LIBRARY SYSTEM  
POLICIES AND PROCEDURES

CATEGORY: Acquisitions  
APPENDIX: #16

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Final responsibility for selection books and non-print library materials is and shall be vested on the Territorial Librarian. However, the Territorial Librarian may delegate, to such members of the staff as are qualified by reason of training, the authority to interpret and guide the application of the policy in making day-to-day selections.

The following is a list of procedures that can be used as a checklist to purchase new print and non-print materials.

- Select a vendor (Delaney Educational Enterprises, Inc., GumDrop Books, Guam Bestseller, Gerard Aflague, GALE Cengage Co. (Large Print Books), Serials/Periodicals, Non-Print (Audio's), or other jobbers that have already established a Vendor Account with Department of Administration). Library staff uses vendors in acquiring content for the library collections.

Consider cost, time in completing order, shipping options, cataloguing services and payment options.

- Catalog (Manual Process)
  - Prepare Order Form spreadsheet (use catalog order form). Not all Order Form identify what we need so you will need to make sure that you include; author, title, publisher, date, ISBN, price, bindery, quantity, shelf-ready, shipping, processing cost, etc.)
- Shop online
  - Delaney Educational Enterprises, Inc.
  - GumDrop Books
  - Gerard Aflague Collections
  - GALE Cengage Co. (Large Print Books)
  - Others
- Prepare order with appropriate information (use spreadsheet from online book vendors).
  - Bibliographic information (i.e. author, title, publisher, date, ISBN, price, bindery (paperback or hardcover), quantity, shipping, processing cost, etc.)
  - Request for "shelf-ready" services (barcodes assigned, shelf-list cards, book covers, paperbacks to be laminated, spine labels, security tapes, pockets, book cards, etc.)
  - Request for electronic delivery of MARC catalog records
- Send order forms to Administrative Unit for processing, and keep record of order forms.
- Receive materials:
  - Check packing slip for accuracy and verify contents
  - Examine items/materials for damages and/or missing or up-side down pages, miss-matched barcodes, pockets, etc.
  - Write price on the top-left side of the title page
  - Informed Administrative Unit on book errors to contact Vendors
  - Download the MARC records for the disk or online source