
Efficient Acquisition Strategies For Library Material in the SKUAST-K Library System

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Abstract

The significance of collection development strategies, budget allocation, vendor selection, and the assessment of content relevancy are all covered. In addition, new trends like open access resources and collaborative acquisition are examined. By putting these techniques into practice, libraries can improve their collection, cater to the changing requirements of their users, and allocate resources optimally for long-term growth. There were 415 people in all who participated in the study: students, faculty, administrative staff, and other library users. After investigation, the main challenges with journal subscriptions were determined to be insufficient funding, the reasons for the insufficiency of the funding, the journal's later release, rising subscription rates, technical difficulties, vendor relationships, and technological advancements. When it comes to purchasing and using resources in special libraries and services, particularly in the AKUAST-K library system, it is very important..

Keywords

Acquisition, SKUAST-K, Colleges, Research Stations, Acquisition Challenges

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Introduction

Acquisition of library material refers to obtaining books, journals, digital resources, and other materials to build and maintain a library's collection. The acquisition process ensures that libraries provide relevant and up-to-date resources to meet the needs of their requirement. Libraries still acquire and maintain massive book collections while managing other information formats (Adesanya & Agyen, 2015). Despite prophecies of vanishing print collections and the emergence of the digital format, printed resources (books, etc) still have a central role in library acquisition (Carr, 2011). The term acquisition is commonly used to denote several processes of acquisition that focus on the techniques of acquiring library materials. Acquisition of library materials operates within the constraints of certain conditions that vary from one place. The economic dislocation ravaging the entire world is also affecting academic libraries in developing countries. According to Plockey, Appiah and Ofori (2018) the key challenges affecting the acquisition of materials in academic libraries include: inadequate funding, economic dislocations, and absence of current books, due process, and lack of current acquisition tools. Agyen-Gyasi et al. (2010) further indicate that academic libraries in Ghana face several challenges, including increasing materials costs and a limited budget (reducing the number of materials to be acquired).

Definition

Encyclopaedia (1999) Noted "that acquisition is the laid down principle stating what, how and where materials can be acquired for the library". According to Calcing (2009) acquisition is the method of acquiring newly materials to the library through donating, selecting, ordering, and purchasing". Encyclopaedia of Library & Information Science) acquisition or library acquisition is the process of selecting and acquiring selected materials for libraries and information centres in all formats, including digital items and maintaining the necessary records related to the acquisition. First, the selection of materials are done according to the collection development policy of the library. It involves pre-order bibliographic searching of the library catalogue to avoid duplication of material. These selected materials are acquired by ordering them for purchase. This is followed by receiving the materials, checking their quality, processing invoices, making payments to vendors or individuals, and maintaining the necessary records related to the acquisition.

Wikipedia: is the department of a library responsible for the selection and purchase of materials or resources. The department may select vendors, negotiate consortium pricing, arrange for standing order and select individual titles or resources. Librarianship Studies & Information Technology: acquisition is the process of selecting and acquiring selected materials for library and information centres in all formats, including digital items and maintaining the necessary records related to the acquisition. First the materials selections are done according to the library's collection development policy. It involves pre-order bibliographic searching of the library catalogue to avoid duplication of materials. Then the selected materials are acquired by ordering them for purchase exchange, or gift. This is followed by receiving the materials, checking their quality, processing invoices, paying vendors or individuals, and maintaining the necessary records related to the acquisition. Libraries strive to develop acquired resources and services to meet its target users' cultural, informational, educational and, and recreational demands because libraries' primary objective is to satisfy the multiple needs of its target users. Osburn (1990), as cited by Umesha, M. B. and Sarasvathy, P. (2017), opined that the basic principles related to collection management such as value and demand, conservator and innovator. The study revealed that selections were vital for collection development in modern libraries. The scholar pointed out those scientific selection criteria was pivotal to collection development policies. The scholars suggested that the action plans such as budget justification and allocation, should be designed based on systematically assessing users' needs. Acquisition is the process of securing materials for the library's collection; this may be through purchase, gifts, exchange, & legal deposit. The acquisition process is a fundamental function undertaken in every kind and size of library. The acquisition department is set aside for this purpose and is exclusively responsible for acquisition work, including book selection, book ordering and maintenance of materials for effective services rendered in the library.

Acquisition of materials in the special library will be determined the kind of services rendered to their users. According to the Arizona State library (2011), these goals include acquiring materials as quickly and economically as possible and minimizing the amount of paperwork, filling and follow-up needed. Effective working relationships with vendors are very important as well. The nitty-gritty of an effective acquisition include collecting orders, searching and

verifying bibliographic information, choosing an option for placing orders, assigning a purchase order, placing an order, bookkeeping, receiving materials, returning books/materials if necessary, processing the books and making payments. Some of these acquisition processes might not apply to all information materials. The country's slow rate of book production has also created a problem in acquiring quality materials for the library.

Objectives of the study

The study's primary objective is to acquire material systematically and strategically, both physical and digital, to build and maintain a comprehensive and relevant collection that serves library users' informational and recreational needs. This includes.

- Collection Development
- Budget Management
- Format Diversity
- Quality Control
- Timeliness
- Accessibility
- Resource sharing
- Collection maintenance
- Legal compliance
- User Engagement
- Type of information material consulted.

Scope and Limitations of the study

This study is limited to the SKUASTK library system with acquisition policy in library. It is intended to cover the meaning, problem, method, effect to the library and the services of the library vice versa, and effect on the users at any level to cater for the researchers in their research work.

Methodology

There are seven colleges and five research stations in SKUAST-K in the study is descriptive, this is to evaluate the acquisition of resources in the library system. The instrument used for the research is a well-defined questionnaire has been adopted to collect the relevant data.

This method has been chosen because it is more appropriate in analyzing the collected data. For this analysis a total of 415 questionnaires were distributed among 7 colleges and 5 research station. The (317) questionnaires were completed and returned by the respondents.

Table 1: Category-wise distribution of colleges

S No	Category of colleges in SKUAST-K	Questionnaire distribution	Received	%
1.	Faculty of Vet SC	80	72	90
2.	Faculty of Agricultural Sc	80	65	81.25
3.	Faculty of Fisheries	70	67	95.71
4.	Faculty of Hort	65	60	92.31
5.	Faculty of Agri Engineering	60	54	92.00
6.	Faculty of Sericulture	60	53	88.33
7.	Total	415	317	76.39

Table 1 depicts that in FoA distributed 60 and received 54 (92.31) with the highest no of questionnaires received back FVSC 80 questionnaires were distributed and 72(90%) FoFY 70 distributed and 67 were received back (95.71%) and a smaller number of responds were from FoA.

Table 2: Inadequate budgetary provision for subscription to journals

S No	Response	colleges	Research station	Total
1	Positive	2(28.57%)	1(20%)	25%
2	Negative	5(71.43%)	4(80%)	75%
	Total	7(100%)	5(100%)	100%

Table 2 show the response of the librarian regarding inadequate budget it has been observed that 75% adequate budget and 25% shows an inadequate budget for the subscription of journals.

Table 3: Reason for inadequate budgetary provision

S No.	Response	colleges	Research station	Total
1	Low priority to library	0	0	0
2	Paucity of funds	3(42.86%)	2(40%)	5(41.67%)
3	Lack of demands by users	2(28.57%)	0	2(16.67%)
4	Journals are costly	2(28.57%)	3(60%)	5(41.67%)
	Total	7(100%)	5(100%)	12(100%)

Table 3 predicts various reasons for inadequate budget. Among 12 colleges/research stations which have offered negative response, 0 (0%) colleges have stated the reason for low priority to the library services, 05 (41.67%) colleges have indicated the lack of funds for the colleges. 2(16.67%) colleges have pointed out the reason for lack of demand for journals by the user community and 5 (41.67%) of the colleges Research Stations have opined that subscription to foreign journals is costly.

Table 4 Extent of inadequacy of journal budget

S.No	No of Journals	Faculties of SKUAST-k	Research Stations	Total
1	High	2(28.57%)	3(60%)	5(41.67%)
2	Moderate	3(42.86%)	1(20%)	4(33.33%)
3	Low	2(28.57%)	1(20%)	3(25%)
	Total	7(100)	5(100)	12(100%)

Table 4 depicts the extent of the inadequacy of the budget for journals. It highlights that 4 (33.33%) of the respondent librarians state that the inadequate budget is to a moderate extent. Yet another segment of respondents, consisting of 5 (41.67%) believe that the extent of inadequacy is high. Only one of the respondents from colleges has indicated that the extent of inadequacy is low, which 25%.

Table 5: Whether the late arrival of journals hampers library services.

No of Journals	Colleges of SKUAST-K	Research Stations	Total
Yes	4(57.14%)	3(60%)	7(58.33%)
No	3(42.86%)	2(40%)	5(41.67%)
Total	7(100%)	5(100%)	12(100%)

In this table 58.33% of respondents pointed out that library service gets hampered by late arrival of resources and 41.67% of respondents show positive response about library services.

Literature Review

Acquisitions and Developments

Acquisition and development are broad terms used to formulate a systematic general plan for creating a library acquisition and meeting the needs of those library clients. Acquisition development is one of the most important activities of a library and information

centre, be it small and specialized, large and academic (Giri, Sen&Mahesh, 2015). Using information resources produced both from inside and outside the organization. This process involves several components, including the library's mission, assessment of patron's needs, strength and weaknesses of the existing collection and tools for identifying the relevant and quality materials (Kumar, 2012). According to the International Federation of Library Associations and Institutions (IFLA), collection and acquisition development focus on acquiring print and e-resources (nd) methodology. Wittenbach, Stefanie (2005), as cited by Umesha, M. B. and Sarasvathy, P (2017), opined the restructuring of collection development at the University of California Riverside University Libraries. In this article, author has presented a new system that has created more accountability for the resource budget. The findings of result showed that users are more aware about resources purchased in their own area. Ameen, Kanwal (2006), as cited by Umesha, M. B. and Sarasvathy, P (2017), opined in his article discussed all kinds of managerial and practical issues about collection development and its acquisitions. The paper has attempted to explore the relationship between varying collection-related terminologies and ever-emerging forms of library scholarly publishing. It was found that the related emerging terminology has been expanding rapidly because of the direct impact of the developments in e-resources.

Acquisition method

Book acquisition methods are crucial to acquiring and managing books and other material. There are several methods libraries use to acquire books, includes purchase, donation, library loan, gift exchange, digital licensing, subscription services, legal deposit, open access and digitizations.

Here are several ways in which a library can acquire books, including:

Purchase: librarian buy books, journals, and other material from publishers, booksellers, or online retailers. This is most common method of acquisition.

Donation: libraries often receive donations from individuals, organizations, or estates. They donations can include books, manuscripts, and other materials.

Interlibrary loan: libraries can borrow materials from other libraries through interlibrary loan services, allowing them to provide access to items they do not own.

Gifts and exchanges: libraries may exchange materials with other libraries or institutions especially

academic and research libraries. They can also receive gifts in exchange for providing their own publications.

Digital licensing: libraries acquire digital content through licensing agreements with publishers or vendors. This includes e-books-journals and databases.

Subscription services: libraries subscribe to periodicals, magazines, and databases regularly, ensuring access to current information.

Govt publications: govt libraries receive material directly from govt agencies, including reports, documents, and publications.

Legal deposit: in some countries, publishers must deposit copies of their publications with the national library or designated institution.

Open access: libraries can access open-access materials, including scholarly articles, research papers and educational resources.

Digitization: libraries may digitize their collections or acquire digitized materials from external sources to provide digital access to users.

These methods allow libraries to build and maintain their collections to serve their patron's needs effectively.

Procedure of Library Acquisition

The acquisition function in a library serves several important functions to ensure the development and maintenance of a relevant and useful collection. These functions include:

Selection: The acquisitions libraries or selectors choose to the library's collection. They assess the library's collections development policy and user needs to make informed decisions.

Budgeting: acquisition involves budget planning and allocation. Librarians must manage the budget effectively to acquire materials within the available resources.

Ordering: Acquisition staff place orders for materials, whether it is book, journal, electronic resources, or other formats. This includes negotiating prices and terms with vendors.

Receipt and verification: once materials are received, they must be checked against the order to ensure accuracy. Any discrepancies or damaged items are addressed.

Payment: librarians process invoices and payments for the acquired materials, ensuring that vendors are paid promptly and accurately

Cataloguing: acquired materials must be catalogued and classified so that users can locate them easily.

This involves creating bibliographic records and assigning call numbers.

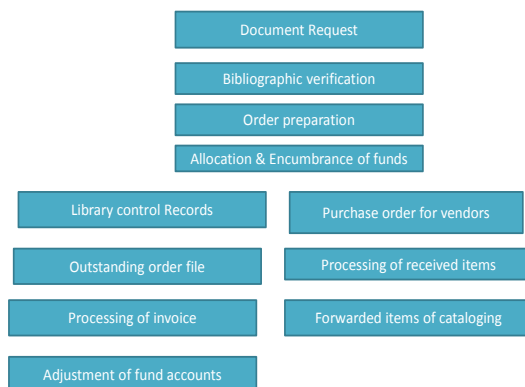
Physical processing: from print materials acquisition staff may apply labels, covers and security measures to prepare for circulation.

Accessioning: materials are given unique accession numbers or barcodes to track their circulation and usage within the library collection Assessment: continuous evaluation of the collection's relevance, currency and condition helps in making decisions about withdrawing or weeding outdated or damaged materials

Vendor relations:" Building and maintaining relationships with vendors and publishers is crucial for obtaining favourable terms, discounts and access to new publications.

Digital resources management: In digital resources, acquisition involves negotiating licenses, managing access, and ensuring compliance with copyright and licensing agreements.

User's Feedback: Acquisition librarians may gather Feedback from library users to inform future purchasing decisions and improve the collection These functions ensure that a library's collection remains up-to-date, diverse and aligned with the needs and preferences of its users.



Acquisition policy of Library material:

The acquisition policy of library material outlines the guidelines and procedures a library follows to select, purchase, and Collect. Development: define the library's goals and objectives for its collection, including its target audience and subject areas of interest. Selection criteria: specify the criteria used to evaluate and select materials such as relevance, quality, and demand. Budget allocation: detail how

funds are allocated for acquiring material and any restrictions on spending.

Vendor Relationship: explain how the library works with vendors, including negotiating discounts and terms.

Format Considerations: address the formats of materials to be acquired such as print books, e-books, audio books, journals, databases etc.

Weeding and Deselection: outline the process for removing outdated or damaged material from this collection.

Collection maintenance: describe how the library keeps materials in good condition including repairs and preservation efforts.

Special collections: if applicable, provide guidelines for the acquisition and management of special collections or rare materials

Accessibility and Diversity: emphasize a commitment to providing diverse and accessible materials that meet the needs of all library users.

Review process: explain how the acquisition policy is review and updated periodically to ensure it remain s relevant and effective.

Legal and ethical considerations: address copyright, likening and ethical considerations in material selection.

Patron input: consider including a mechanism for library users to suggest materials for acquisition.

Each library has unique acquisition policy tailored to its specific mission and community needs. Librarians and staff need to follow this policy when acquiring new materials to ensure that the library's collection aligns with its mission and serves its users effectively.

Issues due to process in the acquisition of library Resources

Acquiring library resources can be complex, and several potential issues can arise.

Budget constraints: libraries often have limited budgets which can restrict their ability to acquire a wide range of resources. This can lead to gaps in the collection and the inability to purchase expensive or specialized materials.

Vendor Relationship: dealing with multiple vendors and negotiating contracts can be time-consuming and may lead to issues with pricing, delivery, or the quality of resources.

Format compatibility: Ensuring that acquired resources are in formats compatible with the library's systems and user needs can be challenging. For example, electronic resources may require specific software or hardware to access.

Licensing and copyright: libraries must navigate complex copyright and licensing issues when acquiring digital resources. Compliance with copyright laws and license terms is curial.

Acquisition Delays" delays in the acquisition process can frustrate library users, especially when material is in high demand.

Accessibility: ensuring that library resources are accessible to all users including to all users including disabilities, can be challenges. This may require additional resources for conversion or accommodation.

Selection and collection development: making informed decisions about which resources to acquire is essential. Libraries must consider user needs, relevance and quality when selection in materials.

Cataloguing and metadata: proper cataloguing and metadata creation are essential for resource discoverability inadequate cataloguing can lead to resources being underutilized.

Subscription costs: subscription to journals, databases and other resources can be expensive and may lead to ongoing financial commitments that strain the library's budget.

Technical issues: implementing and maintaining the technical infrastructure to support acquired resources can be challenging. This includes ensuring that users can access resources seamlessly.

Changing technology: rapid technological advancements may require libraries to constantly update their systems and adapt to new format which can be resource-intensive.

Users Feedback and Assessment: gathering and acting upon user feedback to improve the quality and relevance of library resources can be time-consuming.

To address these issues, libraries often rely on skilled librarians effective resources management systems and strong vendor relationships to streamline the acquisition process and ensure their collection meets users' needs.

Challenges in Library Acquisition

Library acquisition can be challenging due to various factors, including.

- **Budget constraint:** libraries often have limited budgets for acquiring new materials, including books and journals. This can restrict their ability to purchase the latest publications.
- **Rising costs:** the cost of books and journal subscriptions, especially in the academic and

scientific field has been steadily increasing making it difficult for libraries to keep up.

- **Licensing and access agreement:** negotiating licenses and access agreements with publishers can be complex, leading to challenges in obtaining electronic resources and ensuring they are accessible to library users.
- **Formatting transition:** libraries must adapt to changing formats, such as transitioning from print to digital materials, which can be costly and require new infrastructure and expertise.
- **Open access:** while open access journals are valuable for dissemination, they can also pose sustainability and quality control challenges.
- **Collection development:** libraries must make strategic decisions about which material to acquire based on their users' needs and interests, which can be complex and evolving.
- **Interlibrary cooperation:** collaboration among libraries can help overcome acquisition challenges, but coordination and resource-sharing may not always be straightforward.
- **Copyright and likening restrictions:** Copyright laws and publisher restrictions can limit how libraries share and distribute materials, affecting patrons' access.
- **Preservation maintaining and preserving** physical collections, including rare or aging materials is an ongoing challenge for libraries
- **Access to diverse resources:** ensuring access to a wide range of resources that reflect library users' diverse needs and interests can be challenging.

Libraries must continually adapt to these challenges to provide their communities with the sources they need for research, education, and enjoyment.

Recommendations

- Main emphasis on ordering arrangement of library material
- Adequate budget should be provided.
- Good relationship between vendor and library

- More professional qualified staff should be employed to handle services efficiently for new technology.
 - Emphasis should be placed as the orderly arrangement of the shelf to facilities easy access to materials.
 - Building collection through gifts/donation but it has own limitation. Discarded item which are outdate editions should not include in library collection,
 - To over budget contrite library should do it by cooperating acquisition,institutional repository.
 - Consortium and inter library loan.
 - GC and bodies come up with a strong solution that will end financial challenges in university and take care of the libraries.
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Conclusion

- Access to online Journals especially foreign journals in large number enabled to overcome problems of late receipt.
 - Librarian should play organized role in issue of finance for running the library.
 - To meet challenges of acquisition of books ca be received through gifts.
 - Librarian should be familiar with the varying types of resources & discounts to be had from various sources.
- Library should develop good relation with vendors

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