

## **Purchase of Library Books and their Filing in Shelves**

### **Stage I: Approval for Book Purchase**

- i. A list of recommended books through the book recommendation form and online can be sent to the library by different departments.
- ii. The recommended books can be checked for its availability etc. in the library.
- iii. The recommended books are approved by the librarian.
- iv. The final approval is taken from the Principal.

### **Stage II: Placement of the Order and Physical Verification of Purchased Books**

- i. The order for the purchase of books is placed after the approval of the library committee
- ii. Submission of bills by vendor along with books.
- iii. Physical verification and checking of purchased books.
- iv. Submission of bills by vendor to the college.

### **Stage III: Processing of the Bill**

- i. Books are to be assigned accession numbers.
- ii. The Bill is processed and submitted to the account section.

### **Stage IV: Technical Processing**

- i. The classification, cataloguing, and indexing of purchased books is done.
- ii. The pasting of authority slips, placing of college tags, and stamping is done.
- iii. The books are placed in shelves according to their accession/call number in the library.

### **Stage V: Returning of Books**

- i. Books are returned within the stipulated time at the library counter.
- ii. The Books are shelved again according to their accession/call number.

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