Policy: Library Resources and Acquisition

Policy Title	Library Resources and Acquisition
Policy ID	2024-v1-LIR_Po
Effective Date	June 2024
Responsible Office	Provost's Office
Responsible Executive(s)	Librarian

Rationale:
To support academic programs updated and resourceful.
Scope:
To provide and promote general and fair rules on resource acquisition.

Procedure of Acquisition and Update of Resources for AUM Faculty

AUM library performs a support and mediation function in the acquisition of academic resources for AUM FMs. AUM Library's objective is to deliver materials that align with the content and programmatic needs of all AUM academic programs. AUM Library provides support for the acquisition of print and online information sources in order to meet curricular and programmatic needs.

To do this, with prior notice and sufficient time in advance (2 weeks prior to the beginning of each semester), FMs must assess and re-evaluate their curricular needs based on the academic information (i.e., syllabus) they are granted by AUM Provost Office. This assessment may include the update of old resources or the acquisition of new ones considering that publication dates for the updating of old books as well as for the acquisition of new resources must date 2017 onwards.

After an exhaustive evaluation of the content needs to each course and under the guidance of the corresponding academic guidelines (i.e., syllabus), each FM must verify that the current print and online library collections (i.e., OCLC, Academic Search Complete) can offer available and valid sources of information to cover the contents of the course. This approach makes it possible for both FM and students to have access to the necessary resources. At this point, AUM Library can act as a point of consultation and exchange of ideas as well as a proactive assistant during the search, provided that FMs acknowledge being the solely responsible for the search for the appropriate content according to the programmatic needs in their specific area of knowledge.
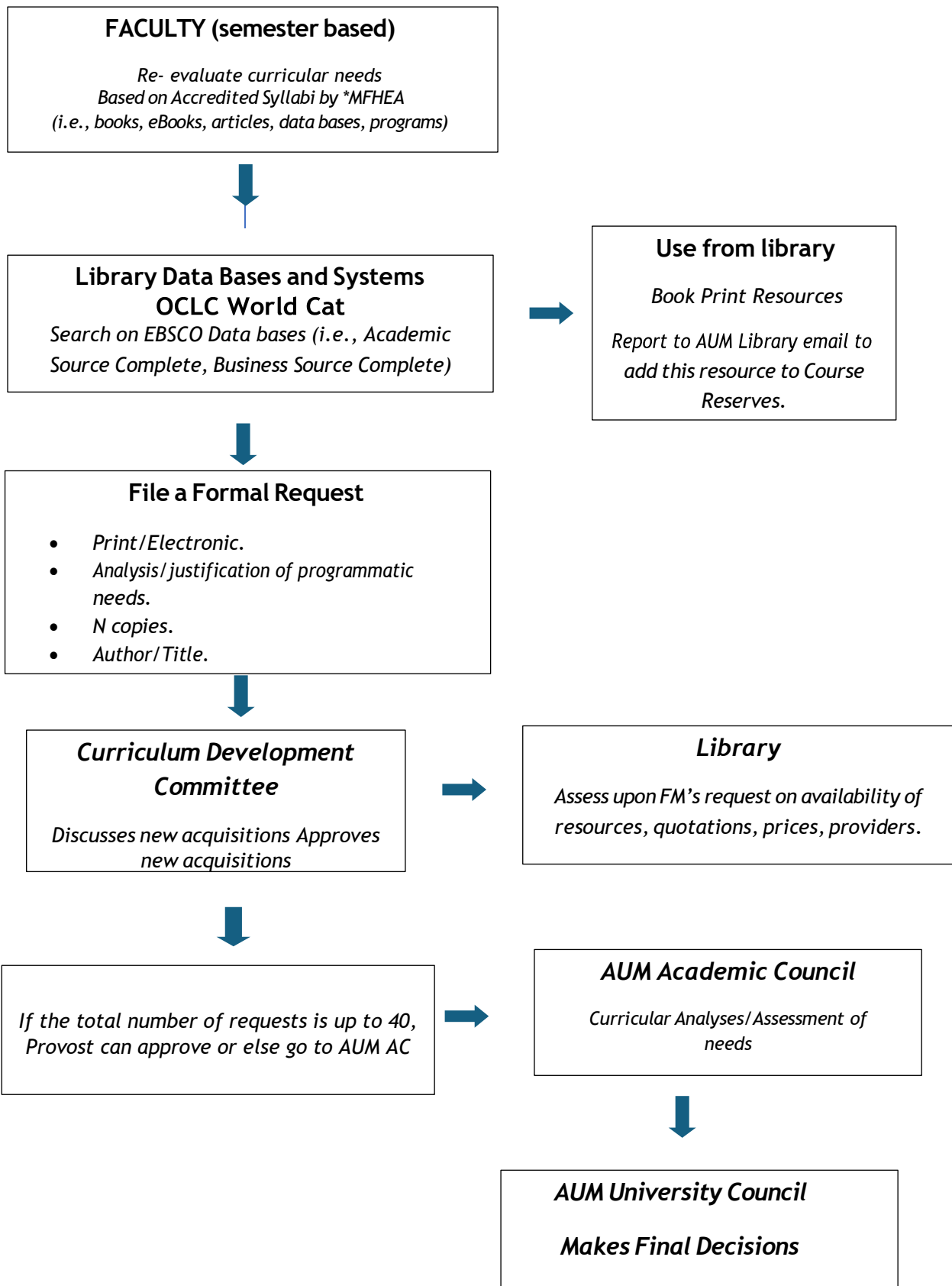
In case a Faculty Member couldn't find the resources from the AUM Library or those AUM Library open resources, then they are to undergo through the procedure of submitting a formal request to purchase the requested list of books (by a programme/Course Management Team, or Curriculum Development Committee or the Board of the College). Each FM must demonstrate the importance of said source of information and justify its acquisition This request should be directed to the Academic Council including an analysis

of the program needs, indicating print or electronic edition, title, author, ISBN, and number of copies, etc.).

After making a formal request where appropriate, these bodies must approve the acquisition of said materials. Once said request is approved, it must be directed to the AUM Academic Council which, based on its own considerations, will evaluate said request and make the corresponding decisions.

The Provost has the authority to approve up to 40(forty) books to buy for the library per academic year without going to the procedure of having approval of AUM Academic Council.

Table 1. Acquisition and Update of Resources for AUM Faculty Procedure Flow Chart

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FACULTY (semester based)

Re- evaluate curricular needs
*Based on Accredited Syllabi by *MFHEA*
(i.e., books, eBooks, articles, data bases, programs)

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Library Data Bases and Systems
OCLC World Cat

Search on EBSCO Data bases (i.e., Academic Source Complete, Business Source Complete)

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Use from library

Book Print Resources

Report to AUM Library email to add this resource to Course Reserves.

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File a Formal Request

- *Print/Electronic.*
- *Analysis/justification of programmatic needs.*
- *N copies.*
- *Author/Title.*

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Curriculum Development Committee

Discusses new acquisitions Approves new acquisitions

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Library

Assess upon FM's request on availability of resources, quotations, prices, providers.

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If the total number of requests is up to 40, Provost can approve or else go to AUM AC

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AUM Academic Council

Curricular Analyses/Assessment of needs

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AUM University Council

Makes Final Decisions

Faculty: Guidelines for program/course development

Course Reserves Collection,

AUM library holds an internal collection which gathers all the information students and faculty members need: Via electronic access to resources, AUM Library uses the online catalog for eReserves to place journal articles, book chapters or eBooks that instructors require for their students.

- Books that require reading will be placed in the Print/Book Reserves Collection located at The Library.
- New items are placed on a weekly basis following courses requirements and actualizations. Actualizations may include but may not be limited to role permissions, course creation, edition, and deletion of temporary materials or lists.
- If the Library does not own a requested item, it may take up to 3 weeks to acquire it and prepare it for student access.
- Books placed on Course Reserves will remain on reserve for the duration of the term. Books may not be placed on reserve indefinitely.
- Personal copies of books are welcome. The library cannot guarantee these items against theft or damage, and they will be subject to standard library processing requirements.
- Any personal copies left with the library must be picked up within 2 weeks after the end of the term.
- A list of reserve materials for every course must be submitted each term.
- eReserves course materials are processed in order of receipt. Reserve requests MUST be submitted 10 days before the term begins. This includes reinstatement of previously active courses. It is the responsibility of the instructor to make sure items are brought to the library on time.
- The documents stored in eReserves are protected under copyright laws governing the making of photocopies of copyrighted material. It is the instructor's responsibility to procure permission to use material if it is so needed. For more information about copyright and course reserves, please see Copyright FAQs.

LOCATION: OCLC System Online accessible with Librarian credentials.

https://aumalta.on.worldcat.org/courseReserves/landing

Faculty: Guidelines on the Usage of Resources.

AUM Library cooperates and supports Faculty by delivering the resources they may need for programmatic needs and course development.
The process of renewal of funds and resources depends on program needs which decisions are considered under the Curriculum Development Committee in accordance with Academic regulations (see AUM Academic regulations).

5.2 Students: Guidelines on the Usage of Resources.

To log on, OCLC online system and AUM Library administrator provide each student and faculty member with their own credentials (user and password). This password must be entered by the student to access material. By entering the password into the system, students agree to copyright provisions.
Course Reserves: Course Reserves is the updated internal database that contains the listing with books and resources available for students under Faculty's supervision. Each Course reference contains the resources (online or print) available at AUM Library for the completion of each Course.
E-Book Central by PROQUEST: students can create a patron account and request books for AUM Library to decide to purchase (Under Provost Office approval) in case these are of interest for the academic community.

Students are advised to contact AUM Library during working hours by email for further reference and assistance.

Informative and Statistical Data Reports:

AUM Library issues the following documents as per AUM Library responsibilities in its capacity to deliver academic and technical resources to AUM Faculty and Students.

Acquisition Report: This report ensures that new acquisitions such as books and e-books are listed as requested by Faculty and approved by AUM Office of the Provost.

This report may assist Finance when comparing information on new purchases.

WorldShare Report by Analytics OCLC. Aum online System provides statistical data on the usage of AUM data bases (Metadata, Acquisitions, Circulation, Patron Acquisitions, Cataloging, E- Resources)

* There is a technical issue. OCLC customer service assistance may be required.

Learning Resources Report: This report describes those teaching and learning resources that are currently available at AUM Library or on Course Reserves as per Faculty and Students request according to AUM program's needs.

Learning programs Report: This report describes those interactive programs and databases that are currently available at AUM physical or online facilities, that are useful per academic program, College and Faculty Member.

Library Forms
- o **Forms for regular students:** Academic Integrity Form (Library provides this form to students to sign).
- o **Forms for graduate students:** Thesis Submission Form for MBA (Library provides this form to students when submitting the thesis).
- o **Forms for employers:** Employee Clearance Form (HR provides)
- o **Forms for Faculty Members:** Course reserves Lending Afterhours Form (Library provides this form when Faculty Members borrow books for a longer period of time).
- o **Forms for administration:** New acquisition invoices are signed and submitted to Finance (Invoices from Providers), IT Asset Form (IT provides when computers and other equipment is needed).

Minutes:

AUM Library takes part in institutional meetings in which its services and legislation are highly required. As such, AUM Library collects these forms:
- Library Orientation Sessions Meeting Minutes for Faculty and Students
- Academic Integrity AUM Library Form