

Standard Operating Procedure (SOP): Book Acquisition and Cataloging Procedures

This SOP details the **book acquisition and cataloging procedures**, covering the selection and procurement of new materials, verification of titles, vendor management, budgeting and approval processes, receipt and inspection of books, classification and cataloging according to library standards, labeling and barcoding, integration into the library database, and ongoing inventory management. The goal is to ensure an efficient, accurate, and standardized approach to acquiring and organizing library resources for optimal accessibility and user satisfaction.

1. Purpose

To establish an efficient, accurate, and standardized process for acquiring and cataloging books and other library materials, ensuring optimal use, accessibility, and management of resources.

2. Scope

This SOP applies to all staff involved in the selection, acquisition, receipt, cataloging, and integration of books into the library collection.

3. Responsibilities

- **Librarian-in-Charge:** Oversees all procedures, approves acquisitions, and ensures compliance.
- **Acquisition Staff:** Handles selection, vendor communication, ordering, and receiving books.
- **Cataloging Staff:** Manages book classification, metadata entry, labeling, and database integration.

4. Procedures

1. **Selection of Materials**
 - Identify required books based on user demand, curriculum needs, collection policies, and subject recommendations.
 - Verify existing holdings to avoid duplicates.
2. **Procurement and Approval**
 - Shortlist vendors and request quotations as per organizational guidelines.
 - Prepare budget estimates and seek necessary approvals.
 - Issue purchase orders to selected vendors.
3. **Receiving and Inspection**
 - Receive shipments and record delivery date.
 - Inspect books for condition, quantity, and correctness as per the order.
 - Report and return any damaged or incorrect items to the vendor.
4. **Classification and Cataloging**
 - Assign call numbers (e.g., Dewey Decimal or Library of Congress Classification).
 - Catalog books in the library management system, entering metadata (author, title, subject, ISBN, etc.).
5. **Labeling, Barcoding, and Integration**
 - Affix spine labels and barcode stickers as per cataloging data.
 - Update the library database and inventory records.
6. **Shelving and Access**
 - Place cataloged books on designated shelves for user access.
7. **Inventory Management**
 - Perform regular inventory checks and update records as necessary.

5. Documentation

- Acquisition records and vendor invoices
- Cataloging and classification records
- Inventory checklists and audit logs
- Correspondence with vendors and related approvals

6. Review and Updates

This SOP should be reviewed annually or whenever significant procedural changes occur.

7. References

- Library Collection Development Policy
- Cataloging Standards (e.g., AACR2, RDA, MARC21)
- Institutional Procurement Guidelines

8. Appendix

- Sample acquisition request form
- Cataloging worksheet template
- Inventory tracking spreadsheet