



The Library Acquisition Policy and Standard Operating Procedure (SOP)

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Responsible Division:	<i>Library</i>
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Library Acquisition Policy

1. Purpose

The purpose of this policy is to establish a systematic, transparent, and efficient process for acquiring library materials to support the institution's teaching, learning, and research activities. This policy ensures that all library acquisitions comply with institutional procurement guidelines and the recommendations of relevant academic and administrative bodies.

2. Scope

This policy applies to all materials acquired for the library collection, including books, e-books, journals, databases, software applications, and other information resources obtained through purchase, gift, or exchange.

3. Responsibilities

3.1 Academic Staff

- Recommend reading materials relevant to the curriculum, research, and academic programs.
- Ensure that recommendations align with current academic requirements and are within the approved budget.

3.2 Technical Evaluation Committee (TEC)

- The TEC shall review and approve all recommended acquisition materials.
- The committee shall comprise:
 - Academic staff representatives from each department.
 - The Librarian.
 - Representative from the Financial Office.
- The TEC ensures transparency, fairness, and adherence to procurement guidelines during the selection and evaluation process.

3.3 Acquisition Division of the Library

- Responsible for coordinating the acquisition process after TEC approval.
- Prepares the necessary procurement documentation in accordance with institutional and government procurement regulations.
- Coordinates with the Supplier Division for final purchasing.

3.4 Supplier Division / SLTC

- Executes the purchase order process based on procurement documents submitted by the Library.
 - Ensures timely delivery and receipt of ordered materials.
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4. Acquisition Procedure

4.1 Recommendation

- Academic staff members submit recommendations for new materials to the Librarian (sent to library@sltc.ac.lk) using the standard recommendation form or via Library Management System (Koha).
- The Librarian compiles all requests with the latest editions and presents them to the TEC for review.

4.2 Evaluation and Approval

- The TEC reviews all recommended titles based on relevance, necessity, duplication, and budgetary constraints.
- Upon approval, the Librarian prepares the final list of titles for procurement.

4.3 Quotation Process

- Quotations shall be called from at least **three (3) vendors**, both **local and international**, to ensure competitive pricing and quality.
- The Financial Division of SLTC Pvt Ltd is responsible for calling and comparing quotations in line with procurement regulations.

4.4 Procurement Documentation

- Once the TEC approves the selected vendor(s), the Finance Division prepares the **Procurement Document**, including:
 - List of approved materials
 - Vendor quotations
 - Evaluation summary
 - Approval notes from TEC

- The completed documents are then forwarded to the Supplier Division for purchase processing.

4.5 Delivery and Verification

- Apply Door to Door Delivery mode
- Upon delivery, the library staff verifies the received materials against the purchase order and invoice.
- Discrepancies, if any, are reported immediately to the Supplier Division for rectification.

4.6 Cataloguing and Processing

- All newly acquired materials are catalogued and processed in accordance with standard library cataloguing procedures before being made available to users.

5. Review and Revision

This policy shall be reviewed every **two years** or as deemed necessary to ensure alignment with institutional policies, technological developments, and changing academic needs.

6. Effective Date

This policy becomes effective from the date of approval by the Management Committee /Advisory Library Committee, and other relevant committees.



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