



HOW TO MAKE CENTRALISED ACQUISITIONS WITHOUT A CENTRALISED BUDGET

International Staff Exchange Week
Eötvös Loránd University 3rd. to 7th. April 2017

COLLECTION MANAGEMENT DEPARTMENT (I)

STAFF

2 SECTIONS

- Licences and contracts.
- Exchange and donations.

STAFF

- Head of the Management Collection.
- 3 section responsables.
- 1 part time Auxiliary.

COLLECTION MANAGEMENT DEPARTMENT (II)

WHAT DO WE DO?

- Acquisitions
- Online delivery.
 - Serials Solutions knowledge database.
 - ERM module to load the MARC registers to the online catalogue (in collaboration with Technology Department and Normalization).
- Assessment collection.
 - Intota Assessment.
- To taking the responsibility in the maintenance tasks of our tools:
 - Millennium (acquisitions and ERM module).
 - Serials Solutions knowledge base.
- Establish policies and give advice to the branch libraries about the use of our tools.

ACQUISITIONS IN THE COMPLUTENSE LIBRARY (I)

BRANCH LIBRARIES (27 purchase units)

- Print books.
- Spanish print journals.
- Special materials (DVD's, CD-ROM's, etc.).

ACQUISITIONS IN THE COMPLUTENSE LIBRARY (II)

COLLECTION MANAGEMENT DEPARTMENT

- Databases (Proquest, Ebsco)
- Ebooks:
 - Pick and choose (Wiley, Cambridge)
 - Collections (IOP Expandign Physics; Morgan&Claypool)
 - Elsevier EBS (Evidence Based Selection)
- Journals:
 - Print (75 italian titles)
 - Ejournals:
 - Mainly purchase by title
 - Collections (SAGE Communication Subject Collection)
 - Licences (Elsevier, Springer, Wiley)
- Group purchases (Ej. Panamericana, Ingebook)

HOW DO WE WORK? (I)

Databases:

- Renewal approved in Library Commission to proposal from the Information Resources Subcommittee.

eBooks

- Pick&Choose: in branch libraries.
- Collections ebooks:
 - Centralized (ej. IOP Expanding Physics)
 - Branch Libraries (ej. Computer Science Library Morgan&Claypool collection)
- Group purchases:
 - Selection from the title list.
 - Joint all the list: prices shared if there is more than one branch library interested.
 - Invoice and payment
 - Transferred budget

HOW DO WE WORK? (II)

Journals:

- In June we ask for the titles (renewals, cancellations and new titles) to the branch libraries.
- Share the providers among the staff.
- Make the purchases between November and March:
 - 2012 30% budget cut.
 - Lack of cash.

2017 ACQUISITIONS IN THE COLLECTION MANAGEMENT DEPARTMENT

- 85 providers (more or less)
- List prices
- Licences (Elsevier, Springer, Wiley)
- Problems:
 - Contact with providers.
 - Close list titles and quotations.
 - Issues with invoices:
 - Proforma invoices
 - Definitive invoices:
 - Match proforma with definitive invoice
 - Formal issues:
 - VAT NUMBER
 - INVOICE NUMBER (american associations)
 - Price VS. Cost:
 - Bank taxes.
 - Exchange rates:
 - GBP exchange rate as a reason for rise prices.

BUDGET MANAGEMENT

- We don't have a centralised budget:
 - Collection Management Department budget:
 - Multidisciplinary resources (ej. Databases)
 - Key resources (Ej. PNAS, NEJM)
 - Co-financed resources (Ej. SciFinder)
 - 27 branch libraries budgets.
- How we do?
 - Annual spending estimation (prices 2016 plus 6%)
 - Balance: when the purchased effectively made:
 - If credit balance:
 - On time: give back the credit balance to the branch library.
 - Out of time: The branch library give Collection Management Department invoices to pay them with the credit balance.
 - If debt balance: New income to complete the expense made.

**Thank you very much
BUDAPEST**



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University

