

ACQUISITIONS DEPARTMENT – OBJECTIVES AND ACTIVITIES

SACS Standard: 2.11.2

Objective: To expend all library budgets in a manner that supports our faculty, staff and students in the performance of their individual research, instruction and learning.

| Activities: | Frequency: | Comments: |
|---|-------------------|---|
| 1. Responsible for the management of all library expenditures according to its budget. | Ongoing | Checking and printing budget every day. Monitoring expenditure for all budgets regularly and recording changes in the process. |
| 2. Maintain accurate records and statistics for needed administrative reports and for documenting financial accountability (i.e. spreadsheets and other reporting documents). | Daily | Regularly tracking expenditures and documenting in a spreadsheet, all requisitions activity from start to finish for reporting purposes. |
| 3. Develop open communication and efficient working relationships with vendors in handling the purchase, lease or subscription of library materials. | Ongoing | Maintaining good contact with vendors to track items ordered, request invoices and submit payments for materials purchased. |
| 4. Pursue library and university committees, and/or attend workshops, seminars and other professional meetings. | Ongoing | Participating in Library committee meetings. Working on project for periodicals inventory this summer. |
| 5. Evaluate procedures and policies to improve efficiency in the acquisitions and technical services area. | Ongoing | Keeping up well with the Technical services policies. Staff co-operation is good and making work process efficient. |
| 6. Provide reference services at the information desk on nights, weekends and coverage as required. LibAnswers coverage as scheduled. | Daily | Attending to Reference desk queries well. Helping well as a backup when needed at the Reference desk. Monitoring LibAnswers as scheduled. |
| 7. Monitor the budget and expenditures on a daily basis to determine the status of the requisitions process from approvals to clearance of payments to vendors. | Daily | As the fiscal year is coming to an end, started working on requisitions still open and taking measures to reconcile them by contacting vendors. |
| 8. Collaborate with the electronic databases and serials librarian with managing standing order subscriptions and renewals of materials in various formats. | Ongoing | Working well in acquiring needed electronic materials and making payments. |

How Goes It – Monthly Statistics Report FY 2012 – 2013

Department: Technical Services Sub Unit: Acquisitions Librarian: Madhu Kadiyala Month: June Year: 2013

GENERAL BUDGET INFORMATION

| ITEM TYPE | ITEMS REC'D | EXPENDED AMOUNT |
|---------------|-----------------------------|---------------------------------|
| BOOKS(YTD) | 6 | Funds Expended from 2012 Budget |
| AV/SER/DTBS | SEE REQ SUMMARY ATTACHED | |
| MISCELLANEOUS | | |

| General Budget – 53000 - Beginning on June 1 st 2013 | | | |
|---|-------------|-----------------|------------------|
| Expense | encumbrance | Pre-encumbrance | Available Budget |
| \$304,545.35 | \$8,831.34 | \$3,422.38 | \$44,369.05 |
| General Budget – 53000 - Ending on June 28 th , 2013 | | | |
| Expense | Encumbrance | Pre-Encumbrance | Available Budget |
| \$316,735.50 | \$1,873.48 | -\$216.00 | \$39,304.48 |
| General Budget – 53208 - Beginning on June 1 st 2013 | | | |
| Expense | encumbrance | Pre-encumbrance | Available Budget |
| \$670.00 | \$0.00 | \$27,217.61 | \$19,944.27 |
| General Budget – 53208 - Ending on June 28 th , 2013 | | | |
| Expense | Encumbrance | Pre-Encumbrance | Available Budget |
| \$795.00 | \$0.00 | \$12,798.34 | \$35,132.95 |
| General Budget – 55000 - Beginning on June 1 st , 2013 | | | |
| Expense | encumbrance | Pre-encumbrance | Available Budget |
| \$8,614.95 | \$0.00 | \$0.00 | \$1,385.05 |
| General Budget – 55000 - Ending on June 28 th , 2013 | | | |
| Expense | Encumbrance | Pre-Encumbrance | Available Budget |
| \$8,614.95 | \$0.00 | \$0.00 | \$1,385.05 |

TITLE VI BUDGETS INFORMATION

| SUBJECTS | ITEMS REC'D (applies to books) YTD | Expended Amounts YTD (Books/DTBS) | Available Budget YTD |
|--------------------------------|---|--|---------------------------------|
| HIM | 0 | \$9,211.58 | \$327.42 |
| OCC. THERAPY (OT) | 0 | \$25,390.88 | \$1,319.12 |
| PHY. THERAPY (PT) | 5 | \$25,244.72 | \$1,465.28 |
| ACCOUNTING (MAC) | 2 | \$32,421.89 | \$22,142.11 |
| MICRO BIOLOGY (MIC) | 0 | \$57,235.00 | \$0.00 |
| EDUC. DOCT (Ed.D) | 15 | 68,822.90 | \$2,354.10 |

ALL REQUISITIONS - DETAILED SUMMARY

BUDGET - FY 2012 – 2013

Month: June Year: 2013

KEYS: PEN=Pending, DN=disclosure needed, PO=PO dispatched, CI=Called for Invoice, IR=Invoice Received, RL=Receiving Light on,

PL=Payment Light on, PC= Payment cleared, COM= Completed transaction

| REQ# | VENDOR | DATE | AMOUNT | OBJECT/AC | ADM/OT | PURCHASE ORDER# | STATUS | DESCRIPTION |
|-------------|---------------|-------------|---------------|------------------|---------------|----------------------------|---------------|-----------------------------------|
| 1300006009 | AOTA | 06/05/13 | \$1,050.00 | 53103/OT | Yes | 1300005754 | COM | OT Search Database renewal FY 13 |
| 1300006012 | EBSCO | 06/05/13 | \$3,042.88 | 53108/OT | Yes | 1300005755 | COM | OT – Standing order subscriptions |
| 1300006015 | EBSCO | 06/05/13 | \$9,730.03 | 53108/EDD | Yes | | PEN | EDD–Standing order subscriptions |
| 1300006019 | EBSCO | 06/05/13 | \$19,765.22 | 53108/PT | Yes | | PEN | PT–Standing order serials renewal |
| 1300006022 | EBSCO | 06/05/13 | \$1,573.89 | 53108/ACT | Yes | 1300005758 | COM | Acct Dept – Serials renewals |
| 1300006023 | EBSCO | 06/05/13 | \$3,732.08 | 53108/HIM | Yes | | PEN | HIM – Standing order serials ren |
| 1300006079 | Sur. Monk | 06/06/13 | \$300.00 | 53103/GEN | Yes | 1300005693 | COM | SurveyMonkey Gold Level Dtbs |
| 1300006093 | Gaylord | 06/06/13 | \$756.79 | 53111/GEN | Yes | 1300005760 | PD | Archives/Ref orders - LWLC |
| 1300006425 | Crown | 06/19/13 | \$571.42 | 53111/GEN | Yes | 1300006011 | PD | Supplies LWLC – Ms.Bowen |
| 1300006439 | ProQuest | 06/19/13 | \$14,225.00 | 53103/EDD | Yes | | PEN | EDD – ProQuest Dig Dissert. Dtbs |

ALL REQUISITIONS - DETAILED SUMMARY

Title III BUDGET - FY 2012 – 2013

Month: June Year: 2013

KEYS: PEN=Pending, DN=disclosure needed, PO=PO dispatched, CI=Called for Invoice, IR=Invoice Received, RL=Receiving Light on,

PL=Payment Light on, PC= Payment cleared, COM= Completed transaction

| | | | | | | | | |
|------------|----------|----------|-------------|------------|-----|------------|----|---------------------|
| 1300006286 | ExLibris | 06/26/13 | \$37,244.21 | 53208/TIII | Yes | 1300006238 | PD | Voyager Maintenance |
|------------|----------|----------|-------------|------------|-----|------------|----|---------------------|