

# ORDERING POLICY AND PROCEDURES

## Ordering Policy

### Rationale:

- To provide equitable access to ordering by all staff
- To ensure that staff are aware of the procedures for ordering of resources
- To adhere as closely as possible to budgets

### Policy Statement:

- To conform with the college's accounting procedures regarding ordering
- To maintain the ordering of books so all subjects are treated equally
- To allocate responsibilities to personnel for the selection and the types of resources ordered, and the follow up procedures

### Audience:

- Staff and the wider community

### Authorship:

- Bendigo Senior Secondary College Library Resource Centre team members

### Related Documents:

- *Learning for the Future : Developing Information Services in Schools 2<sup>nd</sup> Edition*
- *A Manual for Developing Policies and Procedures in Australian School Library Resource Centres, ALIA, 2007*
- *2009 – 2011 BSSC Collection Development Policy*

### Date of ratification:

- February 2009

### Date of review:

- December 2011

## Ordering Procedures

### Preparing Orders

- Orders to be recorded in the schools' order book, in triplicate
- Orders must be authorised by appropriate personnel i.e. Principal, Assistant Principals or Accounts Manager/Bursar

- All orders by subject teachers must first be approved by Heads of Departments
- Orders must be checked as to whether the school already has sufficient copies or if a previous order has already been sent out

### **Receiving Orders**

- Check for accuracy and condition
- Sign or stamp the invoice to verify that goods have been received
- If entire order has not been delivered, indicate which materials have been received and send a signed copy of the invoice to the Finance Department
- When order is received in full, send the green copy to the Finance Department and turn over the pink copy
- Follow up on materials that have not arrived
- Keep track of “goods supplied on approval” to ensure the supplier has the products returned within an appropriate time frame
- Indicate which department ordered the book and contact those concerned when the book has been processed

### **Suppliers**

- Maintain a record of the regular suppliers of:
  - Books
  - Non book resources
  - Periodicals
  - Hardware
  - Service personnel
  - On-line magazine subscriptions
- Maintain a record of the contact details of regular suppliers:
  - Names
  - Addresses
  - Telephone Numbers
  - Facsimile Numbers
  - E-mail
  - On-line ordering details