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 2nd Edition
• 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