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1.0 Objectives

To ensure that the best quality information products and services are:

- acquired based on current trends and actual needs of the client/s,
- properly recorded and processed using globally-accepted standards, and
- easily searchable and accessible to clients (walk-in/online) using a user-friendly interface.

2.0 Scope

This procedure covers the library collection development activities from acquisition of information products and technical and mechanical processing thereof.

3.0 Definition of Terms

Accession - record in an accession list that a bibliographic item has been added to a library collection

Accession number - a unique number assigned to a bibliographic item in the library in which it is added to a library collection

Accession record - a list of the bibliographic items added to a library collection in the order of their addition

Acquisition – process of selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies, such as publishers, dealers, and vendors, to obtain resources to meet the needs of the institution's clientele in the most economical and expeditious manner

Cataloging - process of creating entries for a catalogue; this usually includes bibliographic description, subject analysis, assignment of classification notation and all the activities involved in physically preparing the item for the shelf


Centralized processing - practice of concentrating in a single location all the functions involved in preparing materials for library use

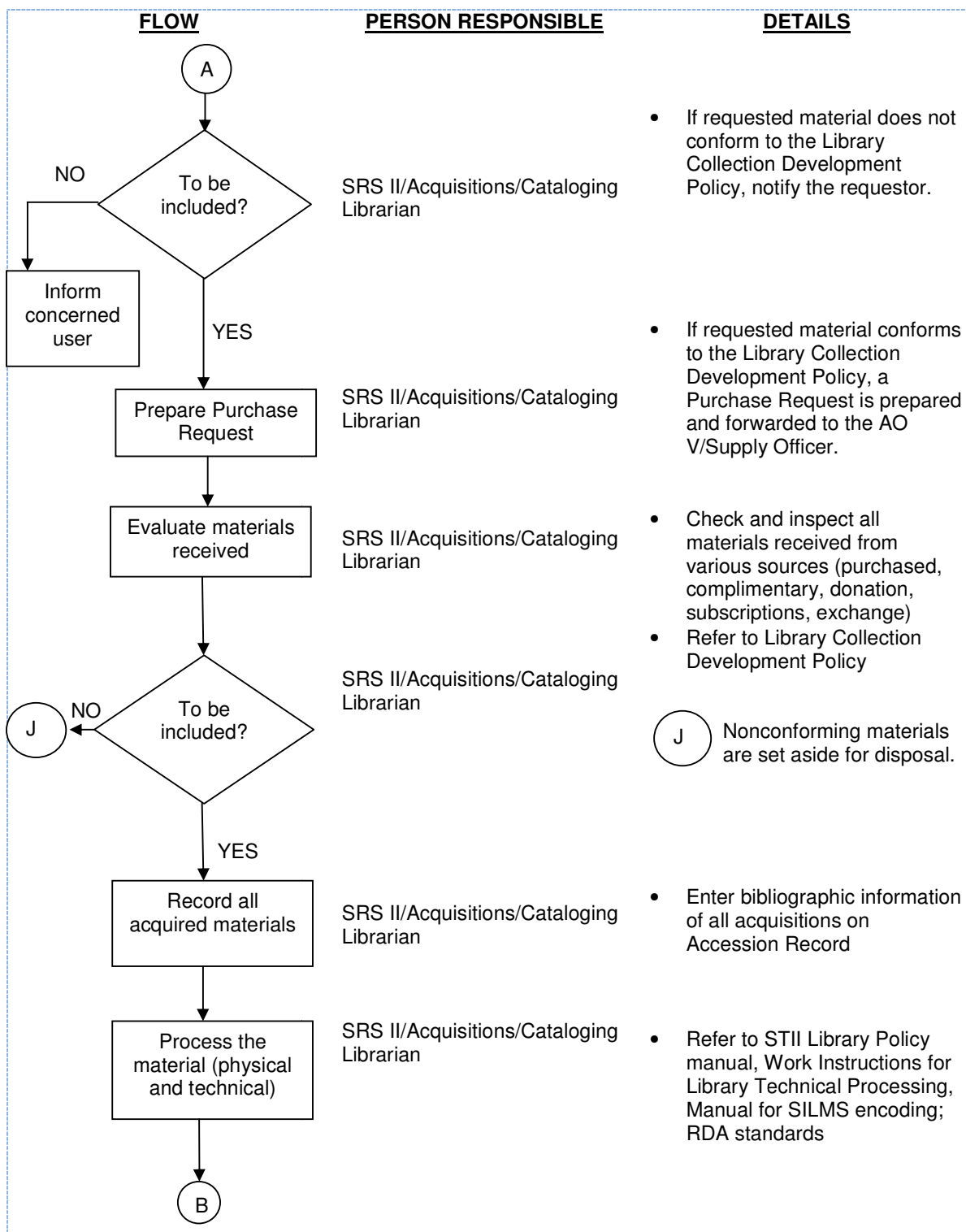
Classification - process of dividing objects or concepts into logically hierarchical classes, subclasses and sub-subclasses based on the characteristics they have in common and those that distinguish them

Physical processing - activities carried out in the library to prepare items for use. The specific techniques used in physical processing depend on the format of the item. A book is usually stamped with at least one ownership mark, labeled, jacketed, and barcoded

SILMS - SciNET-Phil Integrated Library Management System


Technical processing - all the activities and processing concerned with acquiring, organizing, preparing, and maintaining library collections, including cataloging and physical processing

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