



**PROCEDURE: Purchasing of Library holdings**

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Procedure Owner	Operations Manager		
<b>Review Register</b>		<b>Date</b>	<b>Signature</b>
Approved by QMS Sub-committee	QMS Chairperson	02/07/2018	Name: Louise Fuller Signature:
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Review History			
<b>Related documents</b>			
<b>Da Vinci internal</b> (e.g. Policies, Regulations, Guidelines, Contracts)		<b>Other/External</b> (e.g. Legislation, DHET and CHE directives and guidelines)	
<ul style="list-style-type: none"> <li>Policy: Resource Centre</li> </ul>		<ul style="list-style-type: none"> <li>Constitution of the Republic of South Africa: 1996</li> <li>Higher Education Act (Act 101 of 1997)</li> <li>CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004</li> <li>Labour Relations Act (Act 66 of 1995) as amended</li> <li>CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014</li> <li>SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017</li> </ul>	
<b>Website address of this document:</b>		<b>www.davinci.ac.za</b>	

## Procedure Description

This procedure document will be used when purchasing library holdings.

Step	Description	Notes
1	The Information Officer will liase with the Dean: Design, Research, Teaching and Learning as well as faculty regarding possible new holdings for the library	
2	The Information Officer will request quotations from 2 supplliers	
3	The Information Officer will submit the 2 quotations to the Executive:Operations	
4	Executive:Operations will review the Library budget and approve 1 of the quotations	
5	The Executive:Operations will send the approved quotation to the Information Officer	
6	The Information Office will then order the textbooks and request an invoice from the supplier	
7	The Information Officer will submit the invoice to the Finance Department for payment	
8	The Information Officer will then follow up on the delivery of texbooks	
9	On receipt the new textbooks the information Officer will update the library	

## Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Design
3	Dean: Research
4	Executive: Operations
5	Information Officer

## Version Control

<b>Procedure Owner</b>	<b>Version #</b>	<b>Date</b>	<b>Reason</b>
Executive: Operations	001	2 July 2018	