



Kingdom of Saudi Arabia  
Ministry of Defense  
Ministry Agency for Excellence Services  
General Administration of Health Services  
Prince Sultan Military College of Health Sciences

**COLLEGE POLICIES & PROCEDURES**  
**Controlled Document, Not to be Reproduced**

**POLICY TITLE: SELECTION, ACQUISITION, ACCESSIONING, CLASSIFICATION, AND CATALOGUING OF LIBRARY BOOKS**

**Policy No: MC-PG-LA-04**

**Supersedes: 8741-004**

**Effective Date: 03-August-2023**

**Version:3**

**Page 1 of 5**

**1. PURPOSE:**

- 1.1. Acquisition in Prince Sultan Military College of Health Sciences Library aims to develop and update the library's collection with books and periodicals. The policies will act as a guide for the acquisition and selection of the library materials to be added to the collection.

**2. APPLICABILITY:**

- 2.1. All PSMCHS Faculty members

**3. RESPONSIBILITY OF:**

- 3.1. Librarian  
3.2. Faculty members

**4. DEFINITION OF TERMS:**

- 4.1. **Acquisition:** Activities related to obtaining library materials by purchase, exchange, or gift, including pre-order bibliographic searching, ordering and receiving materials, processing invoices, and the maintenance of the necessary records related to acquisitions.
- 4.2. **Accessioning:** Used to describe the process of adding new materials to the library collection.
- 4.3. **Classification:** A system for arranging library materials in a logical order according to subject or form.
- 4.4. **Cataloging:** The process of creating a record for each library item so that it may be found using various access points. During the cataloging process, an appropriate call number is assigned to an item.



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**5. POLICY:**

**The Library has developed subject profiles based on the major fields of study and research at Prince Sultan Military College of Health Science as a guide to selecting materials in different subject areas:**

- 5.1. The selection of library books will be handling in the Library by the Library staff, pending approval of the titles ordered by the Vice Deanship of Postgraduate Studies and Scientific Research/Library Committee.
- 5.2. The Librarian will handle the acquisition of the approved titles.
- 5.3. The Librarian will arrange the classification and cataloging of the newly arrived books.

**6. PROCEDURES:**

The procedure of selection, acquisition, classification, and cataloging will be as follows:

- 6.1. Books will be ordered when the need arises.
  - 6.1.1. Selections will be based upon various selection tools at the disposal of the head of the Library Affairs Unit, suggestions from the faculties/teaching staff, reviews in journals, and publisher's announcements.
  - 6.1.2. All PSMCHS Faculty members requesting the purchase of books, journals, etc. must submit their requests through Koha Integrated Library Management System as purchase suggestion or submit the book list to the respective Chair of the Department.
  - 6.1.3. The Chair of the Department will scrutinize the listing and forward this to their respective Vice Deans.



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**Page 3 of 5**

**6.1.4.** The Vice Deans will verify the listing and forward the same to the VDPSSR.

**6.1.5.** The VDPSSR will verify the list and forward it to the head of the Library Affairs Unit.

**6.1.6.** The Sr. Librarian will verify the requested titles with available resources in the library, and status will be reported to VDPSSR through the head of the Library Affairs Unit

**6.1.7.** The lists of books recommended for purchase will be presented to the Library Committee for approval or Vice Deanship of Postgraduate Studies and Scientific Research.

**6.1.8.** The final processing of the order will follow upon approval of the College Dean.

**6.1.9.** Upon approval, the lists will be attached to the purchase requisition and sent to the Purchasing Department for their processing and ordering.  
Subsequently, all books will be:

**6.1.9.1.** The status will be notified to the requester by Koha Integrated Library Management System through auto-generated email to their Koha account and registered email if they requested through Koha's purchase suggestion.

**6.1.9.2.** After approval, a basket will be created by Library Staff in the Koha ILMS acquisition module where all approved titles will be added.

**6.1.9.3.** After receiving the quotations the finalize vendor quotation will be added by Library Staff to the basket to process the purchase order and create a catalog card for the each titles with status shown ordered in Koha Online Public Access Catalog.



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**Page 4 of 5**

**6.1.10.** Classified according to the DDC scheme by assigned Library Staff.

**6.1.11.** Cataloged in accordance with Anglo-American Cataloging Rules and Subject heading assigned using Library of Congress subject heading by Library Staff.

**6.1.12.** After receiving the book:

**6.1.12.1.** Assigned Library Staff will accession to the titles in the accession register and paste the generate barcode through the Koha cataloging module at the back of the book.

**6.1.12.2.** Furthermore, Library staff will change the status ordered to shelving location through the Koha cataloging module.

**6.1.12.3.** Then Labeled the book with location information and sent for proper housing.

**6.1.13.** An automated email will be sent to the requester through Koha ILMS notifying them the item received and ready for checkout.

**6.2.** The head of the Library Affairs Unit is responsible for accepting or refusing all gifts and donations to the library depending on whether or not they are appropriate given the most recent edition of their content and quality. It is required for anyone who wish to contribute or gift book(s) to the library to send the list of book(s) first by email to check the relevancy or appropriateness. If accepted, all of these donations will be officially acknowledged, accessioned, classified, cataloged, and shelved.

**6.3.** Requests for any new purchase of books, journals, databases, etc. will only entertain **once a year at the end of each academic year**. No request will be entertain in between running academic year except the request rose for any new program or upcoming program or courses starting in between the academic year.



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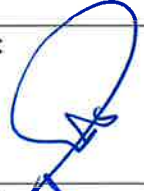

**Page 5 of 5**

**7. REFERENCES:**

*None*

**8. APPENDICES:**

*None*

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|--|---|---|
| Compiled by:<br><br><b>Mr. Mohammad Rasheed</b><br><i>Senior Librarian</i>   | Signature:<br>    | Date:<br>03-August-2023                     |
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