



## STANDARD OPERATING PROCEDURE

<b>SOP CODE</b> <b>XLI-014-02</b>	<b>SOP TITLE</b> <b>EXCHANGES OF UM PUBLICATIONS</b>
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### PART 1

<b>Author</b>  <hr/> <b>MS MONA LISA COPPINI</b>  <b>SENIOR ASSISTANT LIBRARIAN</b>	
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### PART 2

<b>Approver</b>  <hr/> <b>MR KEVIN J. ELLUL</b>  <b>DIRECTOR LIBRARY SERVICES</b>	
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### PART 3

<b>Authoriser</b>  <hr/> <b>MR SIMON SAMMUT</b>  <b>UNIVERSITY SECRETARY</b>	<b>Date of issue:</b>  <b>Date of next revision:</b>
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### PART 4 (To be filled in by OOTS, QSU or RSSD)

<input type="checkbox"/> This procedure has been revised and is no longer valid as from:  (Write date)	<input type="checkbox"/> Date of NEXT REVISION is extended until:  (Max. 4 years)	<input type="checkbox"/> SOP rendered obsolete on:  (Write date)
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**1. Reason for revision**

1.1 SOP Updated as per new template.

**2. Purpose and scope**

2.1 This procedure aims to describe the workflow process of exchanging UM publications with other foreign institutions' publications.

**3. Definitions**

3.1 AIMS: Administrative Information Management Systems. This system was established in order to have an integrated management information system which adequately serves the University of Malta's dynamic demand.

3.2 ALMA: The Library Management System (LMS) implemented by the UM Library in July 2017.

3.3 LMS: Library Management System. This system is an integrated set of applications designed to perform the business and technical functions of a library, including acquisitions, cataloguing, circulation, and the provision of public access.

3.4 MUHC: Malta University Holding Company

3.5 Requisition: A written request for the ordering of materials, equipment, supplies, or services.

3.6 UM: University of Malta

**4. Responsibilities**

**4.1 Roles and Responsibilities of the Director - Library Services:**

4.1.2 The Director of Library Services is responsible for approving requisitions.

**4.2 Roles and Responsibilities of the Director's Assistant:**

4.2.1 The Director's Assistant is responsible for raising requisitions.

**4.3 Roles and Responsibilities of the Head of the Periodicals Department:**

4.3.1 The Head of the Periodicals Department requests quotations.

4.3.2 The Head of the Periodicals Department sends the UM publications to foreign institutions.

**4.4 Roles and Responsibilities of the Library Support Officer:**

4.4.1 The Library Support Officer is responsible for collecting ordered publications from MUHC.

4.4.2 The Library Support Officer delivers the mail to the Marketing, Communications & Alumni Office for registration.

**5. Health and safety requirements**

5.1 N/A

**6. Procedure**

6.1 The Head of the Periodicals Department sends an email to MUHC and requests a quotation for a number of copies of the journal issue being published.

6.2 When the quotation is received, it is passed on to the Director's Assistant. A requisition is raised by the Director's Assistant through AIMS, which is then approved by the Director of Library Services.

6.3 The quotation is then passed on to the Procurement Office for approval.

6.4 Once the quotation is approved and the issues are printed, a Library Support Officer collects the issues from MUHC.

6.5 The issues are then prepared to be sent to foreign universities and institutions. This is done on a cooperative and cordial agreement with other universities and institutions whereby the UM Library sends them UM publications and in return foreign universities and institutions send their publications to the UM Library.

6.6 Library Support Officer delivers the issues of the journals in sealed envelopes to the Marketing, Communications & Alumni Office to be sent via registered mail.

6.7 Usually the publications received are journal issues or books.

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6.8 If books are received in return, they are forwarded to the Acquisitions Department for processing.

6.9 If journals are received, they are recorded on the LMS and made available for students to browse.

6.10 MUHC sends the invoice directly to the Finance Department.

## **7. References**

7.1 Online Dictionary for Library and Information Science, 2017, [Online], Available at [http://www.abc-clio.com/ODLIS/odlis\\_A.aspx](http://www.abc-clio.com/ODLIS/odlis_A.aspx) [Accessed 4<sup>th</sup> September 2020].

## **8. List of appendices/worksheets**

8.1 N/A