



## **POLICY ON THE PURCHASE OF PUBLISHED MATERIAL FROM DIVISION/OFFICE FUNDS**

### **PRINCIPLES**

1. The University is committed to providing one central Library, freely accessible to all members of the University.
2. Division/Office funds are not to be used to create Department or Division/Office libraries.
3. Staff should use personal funds to purchase items for personal use in their offices or at home and can claim for this expenditure as appropriate under the provisions of the *Taxation Act*.
4. Copies of published materials for the Library collection are purchased from the Library Bookvote.
5. Staff and higher degree research students may submit requests for single-order material to be purchased using the Library Bookvote. Requests from higher degree research students must be approved by their supervisor or the designated person in their Department/Division.
6. Deans/Directors may choose to supplement the amount available to be used in the Library Bookvote by approving the purchase of single-order material from Division/Office funds. These purchases will be made by the Library and the material will be lent to the Division/Office using the process described below.
7. Division/Office funds (including University issued credit cards) are not to be used for the purchase of subscriptions to journals.
8. Division/Office funds (including University issued credit cards) may only be used to purchase single-order material without reference to the Library when the material directly relates to the use of equipment, e.g. technical manuals, or where the material is ephemeral and of no lasting value to the Library collection e.g. reprints of articles, pamphlets.
9. In exceptional circumstances the Library may authorise a member of staff to act as an agent of the University for the purchase of special material. Written authorisation for this activity will be provided in advance by the University Librarian or designated officer.

### **PROCESS FOR REQUESTING MATERIAL USING DIVISION/OFFICE FUNDS**

1. Staff and higher degree research students who want to use Division/Office funds for single-order material must request this through the Dean/Director or their designated officer.

2. Requests for purchase must be made using the form provided on the Library website at <http://www.library.mq.edu.au/services/orderformdiv.pdf>  
This must be submitted to the Library in printed form with the appropriate signature
3. The Dean/Director or designated officer provides the details of the material, the requestor's name, fills in the appropriate account code, authorises a maximum purchase price, and signs the request form.
4. The request form is sent to the designated person in the Library to process as a matter of urgency.
5. The Library uses its purchasing leverage to obtain the best price and delivery time.
6. Once the item is received the account code and signature will be used to complete a transfer of funds for the purchase price through the Office of Financial Services.
7. Details of the item will be added to Library catalogue and the item remains the property of the University. The item will be lent to the requestor for a period of up to 12 months depending on need. These items will be subject to stocktaking inspections and may be recalled for use by other members of the University community.

Maxine Brodie  
**University Librarian**  
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