PAPER-5 = SERIAL MANAGEMENT

**Unit-VI Sources (Means) of Serials Acquisition**

General Introduction:

Collection acquisition or in other words development is the **central professional function of any library since the very concept of a library is primarily associated with the idea of acquisition or collection**. Enhancing library acquisition is one of the most demanding and challenging professional functions of a library which requires a deeper knowledge and understanding of the service community, institutional priorities and information & publishing industry.

Basically, there are several means (sources) of acquiring serial publications to the libraries Altogether, following sources play active role to help developing library acquisition programme. However, to acquire serials through purchase is the leading sources among all the sources being used for this purpose. Their performance is further described in the following statements.

* By Purchase ( Fund)
* Gift
* Donation
* Endowment
* Exchange
* Legal Deposit etc.
* Membership (Learned, Societies, Organizations, Institutions)
* By Downloading:
* By Photocopying (Soft Copy):
* By Photocopying (Hard Copy):

1) By Purchase: The concerned bring in use each and every source that can help addition of the serials to the library serials’ stock. Since, all other sources cannot comply with the library serials stock if the big source, purchase is not most active there. . That’s why purchase (making payment against serials acquisition) is a prevailing condition in this regard.

2) By Gift: A civilized man obliges another man through gifting something of considerable value to him/her. There are individuals or organizations, having serials which may be no longer so useful to them. In such a case they look for finding familiar body or a library where these useless serials might be useful to that familiarized one. The gifting body has friendship with gift receiving body. One of the important functions of UNESCO’s clearing House for Publications is arranging gift, donation or exchange of publications between and among the libraries. . But before accepting the gifts etc., it should be ascertained as to whether the material in question is of any use to the patrons of the library in question or not.

3). By Donation: In most cases the publications are donated by individual scholars to the needy libraries. It happens when the donor library has to dispose off publications being no longer usable in that library due to either reason whereas the receiving library finds the publications’ content useful to its users.

4). **BY** Endowment: is an income or form of property given or bequeathed to someone. OR, it is. The **creation of a fund**, **often by gift or bequest from (a living or a dead person's estate)**, for the **maintenance of a public institution**, **particularly a college**, **university**, or **scholarship**. An organization, receiving endowment will grant due share to its library for its different activities to promote.

5) By Exchange: It is a noun and means an act of giving one thing and receiving another (especially of the same type or value) in return. “The UNESCO Bulletin for Libraries” publishers under the heading “Exchange” the list of many periodicals which can be had in exchange. UNESCO has again done an enviable job by publishing a “Handbook on International Exchange of publications, Paris, UNESCO.”

6). By Legal Deposit: Legal deposit is a legal requirement that a person or group submit copies of their publications to a repository, usually a legal depot library, i.e. The Pakistan National Library, Islamabad. The requirement is mostly limited to books and periodicals including newspapers. The number of copies varies and can range from one to many but in Pakistan only one standard copy of the recently published publication is sent free of cost within 30 days of its publication by the publisher to the National library, Islamabad.

7). By Becoming Members of Learned societies, Organizations, Institutions): Some periodical is received by a library free of cost or at nominal payment as a membership fee made either by the library or its parent body to various learned and societies and organization.

8) By Subscription: More often libraries prefer purchase periodicals direct from the publishers who accept subscription and mail copies at the basic subscription prices. The subscription to the periodical is generally paid annually in advance, the reason being that the publishers want to be sure as to how many copies would be consumed in a particular year.

9). By Honorary Copy: An **honorary copy of a serial or any other recently published publication or an** honoris causa (Latin: "for the sake of the **honor**") is given to the library to use therein. For this honorary copy its owner waives the usual requirements, such writing, correction, editing, printing, consuming money etc. involved in producing this honorary provided copy.

10). By Complimentary Copy: **expressive of regard or praise;** of the nature of, or containing, a compliment; as, a complimentary remark; a complimentary ticket. OR complimentary copy of a serial, supplied by the publisher for use in a library. A copy of very recently published publication is provided by the publisher to any one for using in a library or somewhere else. The publisher does not receive cost of this copy.

11). By Downloading:

12). By Photocopying (Soft Copy):

13). By Photocopying (Hard Copy):