



# Managing Acquisitions in Library and Information Services

Liz Chapman

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## Description

This is the definitive text on procedures and practice in acquisitions. It approaches the acquisitions process logically, from requests through to the checking, ordering and receipt of library materials. It aims to explain the role of acquisitions in its context, and to improve service in terms of speed, cost, efficiency and financial competence. This classic text has been fully revised and updated to reflect recent innovations in acquisitions, especially the increasing use of the internet and online purchasing by libraries, publishers and suppliers. Other major revisions to the text cover key areas such as: changes in the supply chain; consortia purchasing; the emerging e-book market; and the planned extension of ISBN numbers. The new edition also includes expanded guidance on acquiring non-book materials such as government information, music and audio-visual materials. Topics covered include: • pre-order checking; • publishers and publishing; • beyond the basic book; • suppliers; • ordering; • out-of-the-ordinary ordering; • when the orders arrive; • budgets and finance; • the way ahead. Packed with checklists and real-life examples from actual library order systems, publishers and suppliers, it places the subject firmly in its practical context, while also considering important future developments in acquisitions. Readership: Library and information professionals new to the acquisitions function, LIS students, and assistants in acquisitions and technical services throughout all sectors will find this an essential and state-of-the-art guide to all aspects of the acquisitions process. It will also be of interest to those wanting to improve or revise their acquisitions practice.

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## Author

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