

QUALITY PROCEDURE

Subscription Renewal (Serials)



Office of the chief Librarian
Visayas State University
Visca, Baybay City, Leyte

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Quality Procedure

Subscription Renewal (Serials)

Approval

The signatures below certify that this quality procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by	Vicente A. Gilos		Chief Librarian	Sept. 10, 2021
Reviewed by	Aleli A. Villocino		Vice President for Student Affairs and Services, and Quality Management Representative	9-13-2021
Approved by	Edgardo E. Tulin		President	9/15/2021

Amendment Record

This procedure is reviewed to ensure its continuing relevance to the system and processes that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Version	Date
4 of 6	Changed "address" to "guide" in 2.	1	09-03-2020
5 of 6	Changed "Library Clerk (Serials Unit)" to Support Staff in 4.4.	1	09-03-2020
5 of 6	Added word "proforma" after the word "Requests" in 4.4.3.	1	09-03-2020
5 of 6	Removed "4.5 Library Staff (Aide)" in 4. and merged the 4.4.5 and 4.4.6 to 4.4.	1	09-03-2020
5 of 6	Changed "Serials Clerk" to "serials librarian/support staff" in 5.2.	1	09-03-2020
5 of 6	Changed "Serials Clerk" to "serials librarian/support staff" in 5.3.	1	09-03-2020
5 of 6	Added word "shall" after the word "librarian" in 5.4.	1	09-03-2020
5 of 6	Changed "Serials Clerk" to "serials librarian/support staff" in 5.5.	1	09-03-2020
5 of 6	Added word "proforma" after the word "request" in 5.5.	1	09-03-2020
5 of 6	Exchanged the procedures 5.8 and 5.9.	1	09-03-2020
6 of 6	Changed "Serials Librarian" to "Serials Librarian/Support Staff" in the Person In-Charge.	1	09-03-2020
6 of 6	Changed "Library Aide" to "Support Staff" in the Person In-Charge.	1	09-03-2020
6 of 6	Exchanged the placement of "Submits..." and "Records" in the Flowchart.	1	09-03-2020
6 of 6	Changed "Logbook for subscription renewal" to "Submitted Purchase Requests renewal" in the Flowchart.	1	09-03-2020
6 of 7	Inserted "Project Procurement Management Plan (PPMP) and" and "using and following the process in Supply Project Procurement Management Integrated System (SPPMIS)" in 5.6	2	08-25-2021
7 of 7	Changed "Office of the Vice President for Administration and Finance for processing" to "Supply	2	08-25-2021



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	Project Procurement Management Integrated System (SPPMO)" in 5.9		
7 of 7	Inserted "Project Procurement Management Plan (PPMP) and" in the process map	2	08-25-2021
7 of 7	Changed "Office of the Vice President for Administration and Finance for processing" to "Supply Project Procurement Management Integrated System (SPPMO)" in the process map	2	08-25-2021

The electronic version of this procedure is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled, except when provided with a document reference number and revision in the field below:

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1. Title of the Quality Procedure

Procedure on Subscription Renewal (Serials)

2. Introduction and Purpose

To guide the information needs of the library users by continuous subscription to journals, magazines, and newspapers. To establish a clear guideline on the process of renewing subscription to journals, magazines, and newspapers.

2.1 References

- 2.1.1 VSU Library Manual approved by the Board of Regents (BOR) per BOR Resolution No. 39, Series of 2016 (dated 23 of June 2016)
- 2.1.2 VSU Library Handbook as approved by the Board of Regents per resolution No. 46 series of 2012, (dated July 13, 2012)

2.2 Terms and Definitions

	Term	Definition
2.2.1	Logbook	A written record of every document received and/or forwarded to another office for reference and monitoring purposes.
2.2.2	Price Quotation	A written statement of how much money a particular journal or magazine costs.
2.2.3	Proforma Invoice	A document provided prior to or with a shipment of goods (as for export) that describes the items and terms of sale but does not have the function of a real invoice.
2.2.4	Purchase Request	A formal document that is used by an employee/office to request that something be purchased.

3. Application and Scope

This covers not only the professional and curricular needs of the faculty, students, researcher, and staff but should also include their cultural and recreational interests.

4. Requirements/Responsibilities

4.1 Administration

- 4.1.1 The administration provides the necessary funds to continually acquire library materials and approves Purchase Requests (PRs) for subscription renewals.

4.2 Chief Librarian

- 4.2.1 Evaluates the subscription renewal request
- 4.2.2 Signs purchase requests for renewal



4.3 Serials Librarian

- 4.3.1 Monitors subscription titles due for renewals
- 4.3.2 Recommends subscription titles for renewals

4.4 Support Staff

- 4.4.1 Consolidates titles due for renewals
- 4.4.2 Contacts the subscription agents for price quotation
- 4.4.3 Requests proforma invoice from subscription agents
- 4.4.4 Prepares purchase requests and submits to the Chief Librarian
- 4.4.5 Records Purchase Requests for the Office of the Vice President for Administration and Finance
- 4.4.6 Submits Purchase Requests to the Office of the Vice President for Administration and Finance for approval and processing

5. Procedure

- 5.1 The serials librarian shall monitor and recommend titles due for renewals.
- 5.2 The serials librarian/support staff shall consolidate the recommended titles for renewals.
- 5.3 The serials librarian/support staff shall contact the subscription agents for price quotation.
- 5.4 The Chief librarian shall decide on titles with unreasonable prices.
- 5.5 The serials librarian/support staff shall request proforma invoice from subscription agents.
- 5.6 The serials librarian/support staff shall prepare Project Procurement Management Plan (PPMP) and Purchase Request (PR) using and following the process in Supply Project Procurement Management Integrated System (SPPMIS) and submits to the Chief Librarian.
- 5.7 The Chief Librarian shall sign Purchase Request (PR).
- 5.8 The support staff shall record the titles for renewal in the logbook for subscription renewal.
- 5.9 The support staff shall submit the signed Purchase Requests to the Supply Project Procurement Management Integrated System (SPPMO) for processing.

6. Forms and Records

- 6.1 Logbook of Subscription Renewal
- 6.2 Request for Journal Purchase

FM-LIB-02



7. Process Map

PERSON IN-CHARGE	PROCESS	RECORD GENERATED
	<p>START</p> <p>Titles for renewal</p> <p>Monitor and recommend titles due for renewals</p> <p>Consolidate the recommended titles for renewals</p> <p>Contact supplier for price quotation</p> <p>Decides on titles with unreasonable prices</p> <p>Request invoice from subscription agents</p> <p>Prepare Project Procurement Management Plan (PPMP) and Purchase Requests (PR) and submits to the Chief Librarian</p> <p>Signs Purchase Request (PR)</p> <p>Records the titles for renewal in the logbook for subscription renewal</p> <p>Submits the signed Purchase Requests to the Supply Project Procurement Management Integrated System (SPPMO) for processing</p> <p>Submitted Purchase Requests renewal</p> <p>END</p>	<p>Serials Monitoring Record (Database)</p> <p>Request for Journal Purchase</p> <p>Signed Purchase request form</p> <p>Logbook for subscription renewal</p>
Serials Librarian		
Serials Librarian/ Support Staff		
Serials Librarian/ Support Staff		
Chief Librarian		
Serials Librarian/ Support Staff		
Serials Librarian/ Support Staff		
Chief Librarian		
Support Staff		
Support Staff		



REQUEST FOR JOURNAL PURCHASE

#	INTERNATIONAL STANDARD SERIAL NO. (ISSN)	TITLE	PUBLISHER	REQUESTING STAFF (Signature over Printed Name)	DEPARTMENT
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					