



Ministry of Education

POLICY IN **SELECTION AND PURCHASING OF LIBRARY RESOURCES**

CONTENTS

TOPIC	PAGE
1.0 POLICY OBJECTIVE	2
2.0 POLICY	2
3.0 BACKGROUND	2
4.0 RELEVANT LEGISLATION AND OTHER LINKS	4
5.0 PROCEDURES	4
6.0 EFFECTIVE DATE	6
7.0 REVIEW DATE	6
8.0 KEY SEARCH WORDS	6
9.0 APPROVAL	6
APPENDICES	

SELECTION AND PURCHASING OF LIBRARY RESOURCES

1. POLICY OBJECTIVE

The purpose of this policy is to ensure that the print and non-print materials purchased for school libraries by the Library Services of Fiji (LSF) are of the highest quality and relevant to the reading and learning needs of the primary and secondary school students of Fiji. It is also to ensure that the system of purchasing library books and other print and non-print materials for primary and secondary schools and also for public libraries is standardised and compliant with relevant government Acts and regulations.

2. POLICY

- 2.1 Library resources are any print or non-print material purchased by the Library Service of Fiji for school and public libraries.
- 2.2 Resources required for school and public libraries are to be coordinated through the Library Service of Fiji.
- 2.3 Any school or library wishing to purchase resources must follow the selection and purchasing procedures set out in this policy subject to the specific approval of the Director or delegated senior officer.
- 2.4 Selection and processing of library resources will be done in an efficient and timely manner to maximise benefit for local need.
- 2.5 Purchasing of library resources will be subject to approved government financial accountability processes and Ministry Agency Tender Board processes.

3. BACKGROUND

- 3.1 The Library Service of Fiji has a significant role to play in enhancing the teaching/learning process in schools through the provision of good quality library books and other print and non-print materials.
- 3.2 The main functions of the Library Service of Fiji are to facilitate and enhance the cultural, spiritual, social, economic, educational and intellectual advancement of

all stakeholders through sound and dynamic management of books, information resources, library infrastructure and library activities in schools, public and community libraries.

3.3 The Library Service of Fiji's other principal function is to contribute actively to the educational advancement and achievement of school children through increasing access to a wider range of quality reading resources, the provision of quality library resources, and the upgrading of library facilities and the development of library skills for teachers and students.

Definitions

3.4 Print materials include library books and all printed materials such as periodicals, reports, magazines and journals.

3.5 Non-Print materials include audio-visual materials, computers, Internet facilities, satellite facilities and other hi-tech sources of information.

3.6 School libraries may be a building, a specialist room, class libraries, cupboards or any other book storage facilities schools use as their libraries.

3.7 Public libraries are the following:

- Western Regional Library – Lautoka
- Northern Regional Library – Labasa
- Ba Town Library
- Tavua Branch Library
- Rakiraki Branch Library
- Nausori Town Library
- Savusavu Branch Library
- Nadi Town Library

3.8 Community libraries are those that were established in mainly rural areas in the 1970s and 1980s and are privately managed. There were 48 of these at one stage.

3.9 Mobile Libraries are those operating from the two regional libraries via mobile buses and serving rural primary schools that do not have proper libraries.

3.10 Book Box schemes are part of the mobile library service and are basically a collection of library books in boxes that are moved from school to school.

3.11 Fijian-owned business is totally owned by Fijians registered in the Vola ni Kawa Bula.

4 RELEVANT LEGISLATION AND OTHER LINKS

Social Justice Act 2001

SDL submission 2004

Blueprint document

NSDP

5 PROCEDURES

The following procedures apply to the selection and purchasing of fiction and non-fiction books, as well as other print and non-print materials by the Library Service of Fiji for:

- i. school libraries.
- ii. public libraries.
- iii. community libraries.
- iv. mobile libraries and
- v. Book Box schemes.

Selection of Library Resources:

- 5.1 The selection of library books and other library resources for schools, public libraries and community shall be done by the librarians and senior librarian and in consultation with CDU whenever it becomes necessary, and according to recognised good library practices.
- 5.2 The initial selection process is to done by LSF officers and shall take place either through manufacturers' catalogues at the retail book stores, warehouses and/or through samples presented personally by the book suppliers.
- 5.3 A selection committee to be made up of LSF staff and a representative each from CDU, Primary and Secondary sections is to vet samples of proposed book lists. The Director chairs the committee.

- 5.4 Selection guidelines to be drawn up by the committee in selecting new books and library resources.
- 5.5 The final approval for all book orders rests with the Director or with a senior officer to whom the Director delegates the responsibility.
- 5.6 The Library Service of Fiji shall utilise the services of the local book suppliers and shall only order directly from overseas manufacturers if the books required are not available locally or are not accessible to the local suppliers. In the latter event, the Director shall approve the book orders at his/her own discretion.

Purchasing of books and other library resources

- 5.7 Three quotations from three companies are required for each order with an additional quotation from Government supplies.
- 5.8 Orders below \$20,000 are submitted to the Chief Executive Officer – Education for approval.
- 5.9 Orders above \$20,000 are submitted to the Chief Executive Officer – Education before it is submitted to the Government Supplies Tender Board.
- 5.10 All orders from overseas manufacturers/suppliers are submitted to the Ministry Agency Tender Board through the Chief Executive Officer- Education.

Awarding of Book Contracts

- 5.9 The awarding of book contracts shall be in compliance with the Social Justice Act, and the intentions of the Blueprint relating to increased participation of Fijians and Rotumans in business. These documents stipulate the following:
- Fully-owned Fijian/Rotuman businesses are to be given first preference to supply books and other library resources;
 - Partnerships of Fijians/Rotumans and others are to be given the next preference to supply books and other library resources.
 - Businesses owned by other groups will be considered only at the discretion of the Chief Education Officer – Education.

6. EFFECTIVE DATE January 2007

7. REVIEW DATE January 2008

8. KEY SEARCH WORDS

Library, library services, books, resources, purchasing, selection, materials, information, equipment, audio-visual

9. APPROVED BY CEO

SIGNATURE

DATE