

PRINT BOOK MANAGEMENT PROCEDURE

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	DVC	
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1. PURPOSE

This process has been developed to support British University Vietnam (BUV)'s Learning Resource Centre (LRC) to ensure that appropriate learning materials, facilities and technologies are available and accessible to students, helping them do their best in study and foster student success.

2. SCOPE

The process is applied for all LRC's print book used by undergraduates and postgraduates studying University of London programmes, Staffordshire University programmes & BUV Own Degree programmes.

3. DEFINITIONS

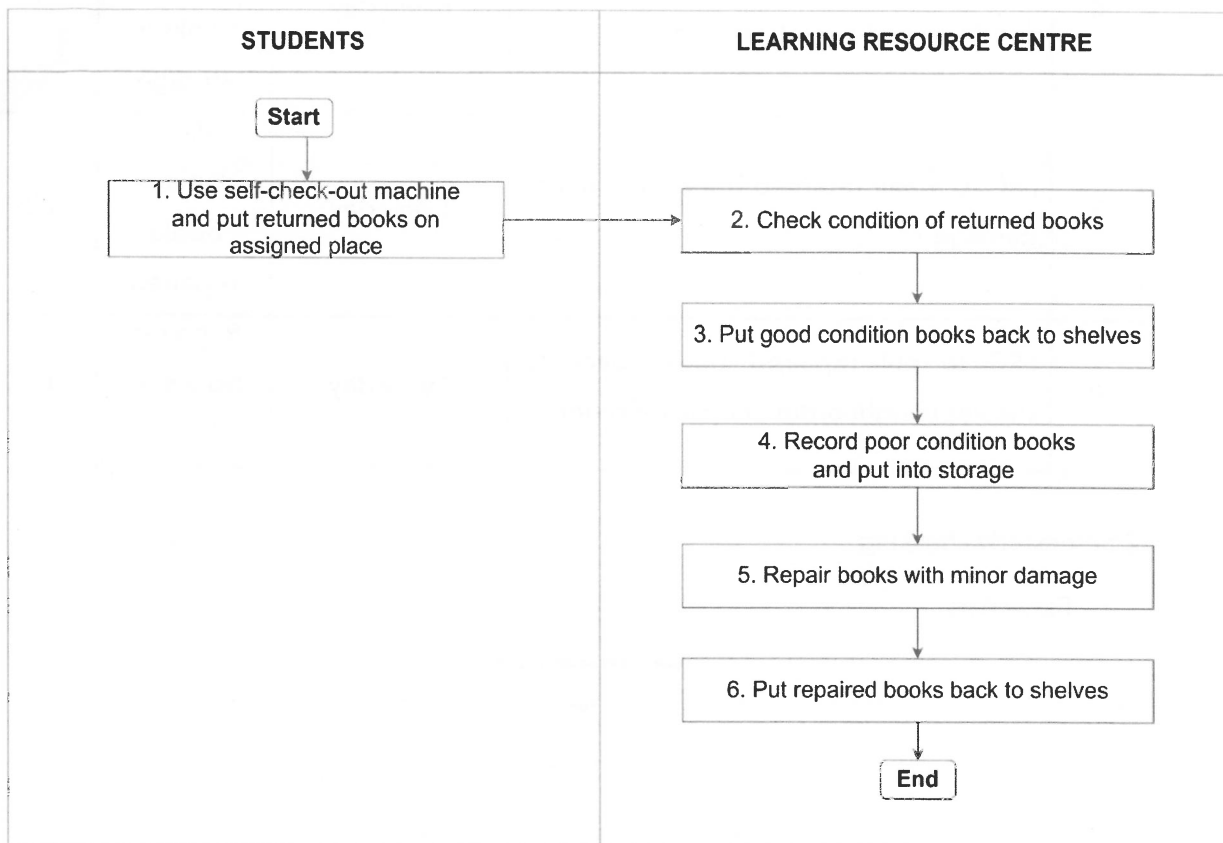
a. Abbreviations

Abbreviations	Definitions
BUV	British University Vietnam
LRC	Learning Resource Centre
FIN	Finance & Accounting
TC	Training Center
CAO	Chief Academic Officer
DVC	Deputy Vice-Chancellor

4. PROCESS

4.1 Daily checking

a. Flowchart



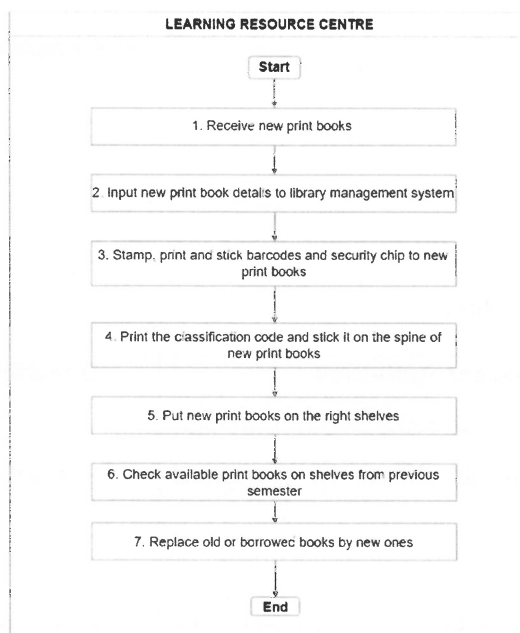
b. Roles & responsibilities

Step	Process Activities	Deadline	Output	PIC
1	Student to use self-check-out machine and put returned books on assigned place	Every day	Returned book	Student
2	LRC to check condition of returned books	Every day	Returned books checked	LRC
3	LRC to put returned books in good condition back to shelves	Every day	Good condition	LRC

			books on shelves	
4	LRC to record returned books in poor condition and put into storage	Every day	Poor condition books in storage	LRC
5	LRC to repair returned books with minor damage	Every day	Minor damage books repaired	LRC
6	LRC to put repaired books back to shelves in right order and classification	Every day	Repaired books on shelves	LRC

4.2 Semesterly checking

a. Flowchart

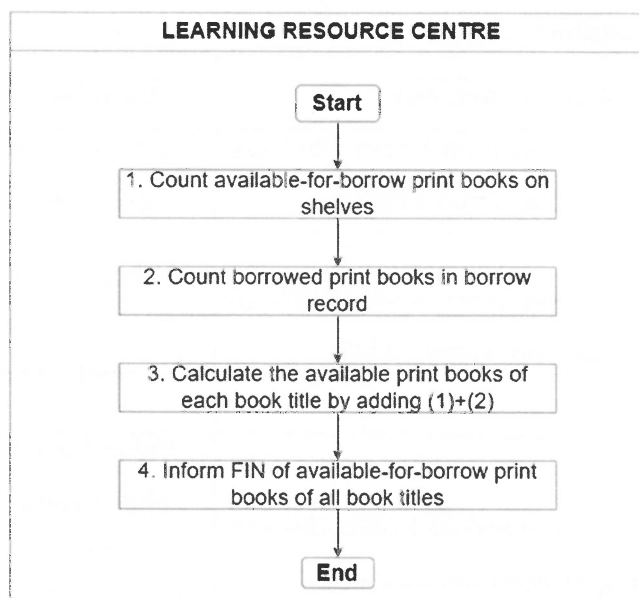


b. Roles & responsibilities

Step	Process Activities	Deadline	Output	PIC
1	LRC to receive new print books that have not been available in BUV's library	Every semester/ New arrivals	New Print book	LRC
2	LRC to input new print book details to library management system (LMS)	Within 1 week after receiving new print books	Updated library management system	LRC
3	LRC to stamp, print and stick barcodes and security chip to new print books	Within 1 week after having print book details inputted to LMS	New print books with barcodes and security chip	LRC
4	LRC to print the classification code and stick it on the spine of new print books	Within 1 week after sticking barcodes and security chip to new print books	New print books with classification code	LRC
5	LRC to put new print books on the right shelves		New print books on shelves	LRC
6	LRC to check available print books displayed on shelves from previous semester	Within 1 week before new semester	Available print books on shelves	LRC
7	LRC to replace old or borrowed books by new ones	Within 1 week after checking available print books on shelves	New print books	LRC

4.3 Yearly checking

a. Flowchart

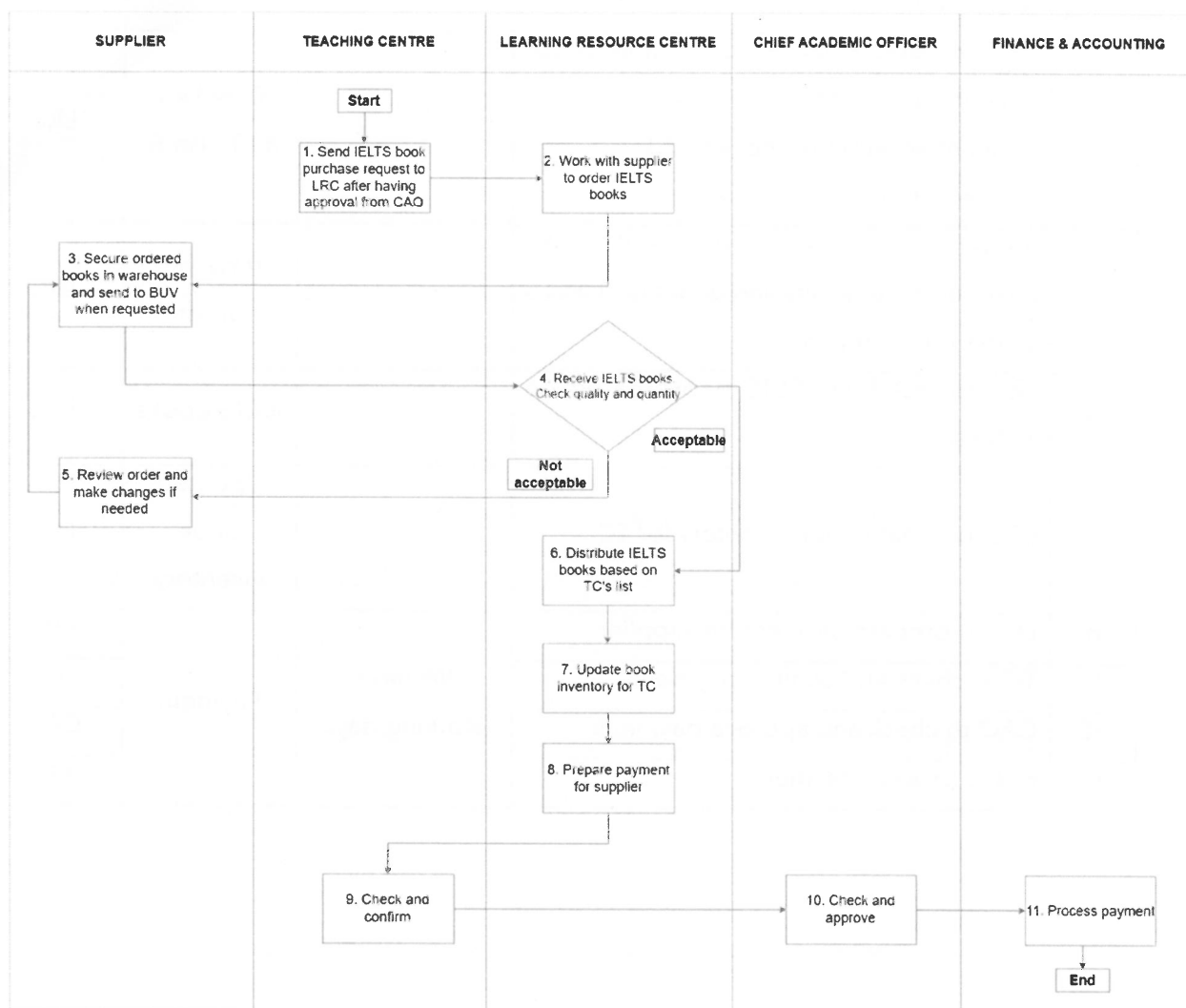


b. Roles & responsibilities

Step	Process Activities	Deadline	Output	PIC
1	LRC to count available-for-borrow print books on shelves	Week 4 of November	Number of available-for-borrow print books	LRC
2	LRC to count borrowed print books in borrow record	Week 1 of December	Number of borrowed print books in borrow record	LRC
3	LRC to calculate the available print books of each book title by adding (1) available-for-borrow print books and (2) borrowed print books		Number of available print books of each book title	LRC
4	LRC to inform FIN of available-for-borrow print books of all book titles	Week 2 of December	Number of available-for-borrow print books of all book titles	LRC

4.4. IELTS books Purchase, Distribution & Management Procedure

a. Flowchart



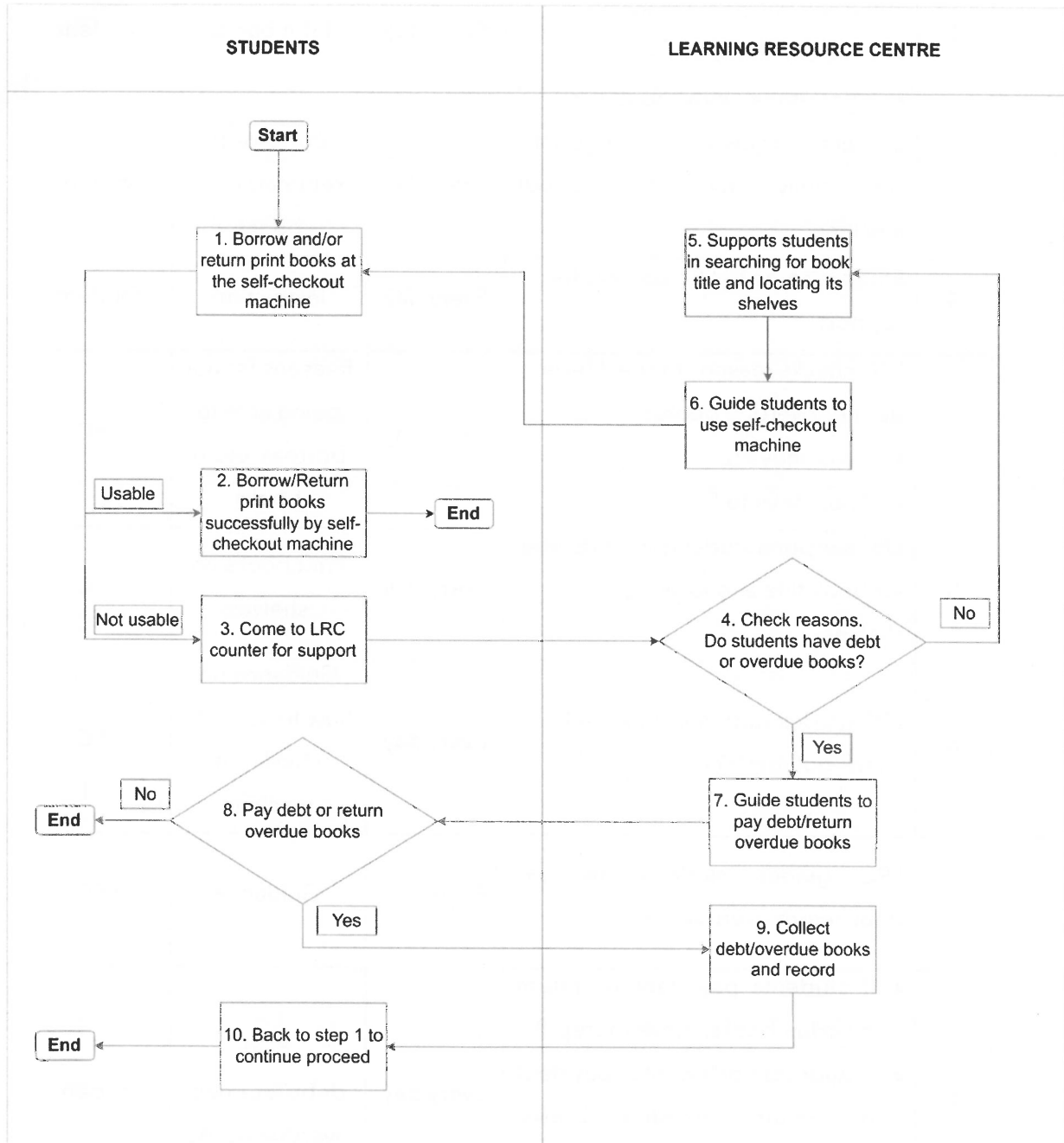
b. Roles & responsibilities

Step	Process Activities	Deadline	Output	PIC
1	TC to send IELTS book purchase request to LRC after having approval from CAO	13 weeks before distribution to student	Email request	TC
2	LRC to work with supplier to order IELTS books		IELTS book order	LRC

3	Supplier to secure ordered books in warehouse and send to BUV as per requested		IELTS books	Supplier
4	LRC to receive IELTS books and check quality and quantity - If not acceptable, move to (5) - If acceptable, move to (6)		Checked IELTS book	LRC
5	Supplier to review order and make changes if the quality and quantity of IELTS books is not correct		Reviewed order	LRC
6	LRC to distribute IELTS books based on TC's list		IELTS books	LRC
7	LRC to update book inventory for TC		Updated book inventory	LRC
8	LRC to prepare payment for supplier	Within 7 working days	Payment	LRC
9	TC to check and confirm payment			TC
10	CAO to check and approve payment			CAO
11	FIN to process payment			FIN

4.5. Borrow and Return of Print Books Procedure

a. Flowchart



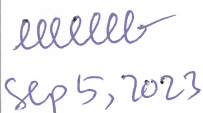



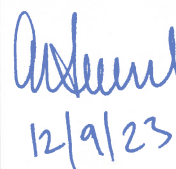
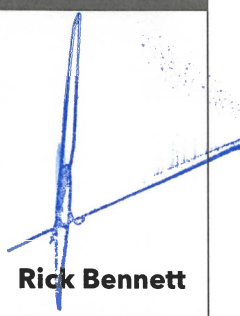
b. Roles & responsibilities

Step	Process Activities	Deadline	Output	PIC
1	Students borrow/return print books at the self-check-out machine. <ul style="list-style-type: none"> • If usable, move to step 2 • If not usable, move to step 3 	Every day	Print books	Student
2	Students borrow/return print books successfully by self-check-out machine	Every day	Borrowed/ Returned print books	Student
3	Student come to LRC counter for support	Every day	Instruction	Student
4	LRC checks reasons to see if have debt or overdue books? <ul style="list-style-type: none"> • If yes, move to 7 • If no, move to 5 	Every day	Reasons for not being able to borrow/return books	LRC
5	LRC supports students in searching for book title and locating its shelves	Every day	Print books on shelves	LRC
6	LRC guides students to use self-check-out machine.	Every day	Guidance on how to use self-check-out machine	LRC
7	LRC guides students to pay debt/return overdue books	Every day	Guidance	LRC
8	<ul style="list-style-type: none"> • If students pay debt or return overdue books, move to step 9 • If students don't want to pay debt or return overdue books, students are unable to borrow/return books. 	Every day	Paid debt/returned overdue books	Student

9	LRC collect debt/overdue books and record	Every day	Record of debt/overdue book	LRC
10	After paid debt/return overdue books, student can proceed with step 1 to borrow/return books at the self-checkout machine.	Every day	Print books	Student

5. APPROVALS

- a. Policy development or review will be endorsed by University Registrar and approved by DVC prior to implementation and execution.
- b. Any exceptions to this policy shall be submitted in writing, using the exception template for appropriate approval.
- c. This document is approved and effective from the date of signing:

Prepared by	Checked by	Checked by	Checked by	Confirmed by	Approved by
 Sep 5, 2023 Hoang Linh Chi Senior Officer, Academic Compliance Office	 5 Sep 2023 Vu Thuy Chau Associate Manager, Learning Resource Centre	 8 Sep 23 An Nhat Linh Manager, Student Academic Support	 12/9/23 Tran Duc Trung Deputy University Registrar	 12/9/23 Tony Summers University Registrar	 Rick Bennett Deputy Vice- Chancellor and Vice-President

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Book inventory management report	Soft/Hard copy	LRC/ TC	

7. REFERENCES

<u>Document Ref</u>	<u>Document Title</u>
001/2023/LRC/BUV-SAS	Print Book Management Procedure

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