CMES Purchase Procedures of Books for Academic Purposes

CMES book purchases fall into the following three (3) categories, and invoices for book orders are in turn placed into a specific budget relating to these designations.

Contact information to order books
All books are to be ordered using this e-mail address: cmes.library@gmail.com

General Library / Course Literature
Prior to the start of every academic semester, the one responsible for the library has the task to determine what new course books are in need based off the updated syllabuses provided by the current semester’s teaching staff, cross checking with books that are already available in the library.

The monthly budget allotted for orders falling under this category is limited to a maximum of 10,000 SEK. The cost of monthly book orders typically do not exceed this amount, but sometimes due to the large books orders requested when new courses are beginning, occasionally the monthly budget is exceeded. However the average monthly expenditure over a twelve (12) month period is kept under this maximum.

Required Course Literature are to be available in multiples of three (3), two (2) of which are available for loan at a maximum of seven (7) days. The remaining one (1) is located in the reference library (seminar room) and is not to be removed from the CMES building. Each multiple of any given title is assigned a specific barcode so there is no confusion as to which copy has been loaned out and by whom.

Only one (1) copy of Supplementary Course Literature should be available in the reference library, and never to be removed from the CMES building.

Faculty/Staff are encouraged to make General Library book requests that are deemed to help develop and grow the CMES library. The library head manages/approves these requests based on the current standing of the budget. Once a book is received, it is then inserted into the electronic catalogue system and given to the individual who made the request for a limited amount of time (this time frame needs to be determined). After which, the book is then re-shelved and available in the reference library.

Project Books
Requests for books that are to be utilized for research falling under a specific research project are to be sent to the library head. The invoice should then be marked with the name of the project as well as the name of the individual who made the request, and lastly, made sure the proper account/budget is charged for the order (this is done together with Malgo). These books are inserted into the electronic catalogue system as being available in a specific faculty/staff office room (ex. Rm | Sven Svensson). The book is searchable and available for reference as if it were located in the reference library. Prior to the permanent departure of a faculty/staff member that made a request falling in this category, the book should be returned to the library head so the book can be re-shelved in the reference library.

Client Relations
Occasionally books authored by members of CMES are ordered in large quantities for the purpose of being gifted to visitors and/or other people that come to the center. There is currently no information how these books should be dealt with concerning the budget, and further clarity in this regard is needed.

***Please note that all books purchased by CMES excluding the client relations category have been added to the electronic catalogue system currently in place at the center. The catalogue is searchable and available to anyone that desires to have access.