


	PROCEDURE
 MACQUARIE UNIVERSITY	<h2>Purchase of Working Copies of Published Materials from Non- Library Funds Procedure</h2>

Purpose	This procedure outlines: <ul style="list-style-type: none"> the circumstances in which staff and higher degree research (HDR) students may purchase working copies of published materials for individual use how these are to be paid for from non-Library funds the process to be followed in these circumstances
Procedure	This procedure requires actions by the following: <ul style="list-style-type: none"> Executive Dean Head of Office Higher Degree Research student Manager, Information Resources, Library Staff member University Librarian
Staff member / Higher Degree Research Student	<p>PUBLISHED MATERIALS AVAILABLE BY SUBSCRIPTION</p> <p>This includes journals, datasets and CD-ROM tools where ongoing payments are required. These materials are to be purchased from Library funds (see Purchase of Published Material from Library Funds Procedure).</p> <p>Where the Library collection does not provide the required subscription material in the appropriate format, price or timeframe then you may make a written application (letter, memo or email) to the University Librarian to purchase this material from non-Library funds. The application must be made in advance of any purchase and is to be countersigned by the Executive Dean / Head of Office (or nominee).</p> <p>The application must include:</p> <ul style="list-style-type: none"> the subscription title an estimated cost (in \$AUD) the account code from which the purchase is to be funded a rationale for the exception being sought
University Librarian	<p>Consider requests for the purchase of published materials available by subscription from non-Library funds.</p> <p>Send a reply within two business days.</p>
Staff member / Higher Degree Research Student	<p>WORKING COPIES</p> <p>This includes books and DVDs. Material required as a working copy must meet at least one of the following circumstances:</p> <ul style="list-style-type: none"> it will be marked up, disbound and/or is in constant use by a staff member or HDR student. To ensure the Library collection reflects the full interests of the University, a copy must also be ordered for the Library (refer Purchase of Published Materials)

	<p>from Library Funds Procedure)</p> <ul style="list-style-type: none"> • it is needed to support the delivery of a University Consultancy (as defined in the Enterprise Agreement) or is provided by the University to a partner institution to meet the University's obligations under a partnership agreement • it cannot be licensed for whole of University use. For example: <ul style="list-style-type: none"> ○ Psychological testing instruments and accompanying manuals or reference materials ○ Single copies of industry or market research reports ○ Single use aggregated statistical, market research or other data • it is to be used by students or tutors to complete their work. For example, copies of: <ul style="list-style-type: none"> ○ field manuals for use by students on practical exercises ○ case studies ○ texts required by tutors • it is to be used in conjunction with equipment or for computational purposes, for example, technical or programming manuals or handbooks • it is of an ephemeral nature, such as a reprint of an article or a pamphlet which is not appropriate to include in the Library collection. <p>Material meeting one of these circumstances can be purchased through standard Faculty/Department/Office purchasing processes.</p>
Executive Dean / Head of Office	Consider, and where appropriate, approve the purchase of a working copy from non-Library funds.
Staff member / Higher Degree Research Student	Once notified of approval, purchase the working copy following the University's Purchasing Policy .
Manager, Information Resources, Library	Provide advice on the types of materials meeting the required definition of <i>working copy</i> .

Contact Officer	Manager, Information Resources, Library
Date Approved	17 March 2009
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Date of Commencement	17 March 2009
Amendment Dates	1 April 2009 – clarification to procedure
Date for Next Review	March 2012
Related Policies, Procedures, Guidelines, Forms and Templates	Credit Card Policy Purchase of Published Material Policy Purchase of Published Material from Library Funds Procedure Purchasing Policy

	Non Order Payment Request form
Keywords	Purchase, Books, Journals, Credit Card, Research Grants, Working Copy, Higher Degree Research Students