

SHANTARAKSHITA LIBRARY
CENTRAL UNIVERSITY OF TIBETAN STUDIES
(Deemed University)
SARNATH, VARANASI- 221007

Acquisition Policy

The Central University of Tibetan Studies, Sarnath, Varanasi, founded in 1967 by the Government of India, visualize the wishes of the then Prime Minister Pandit Jawaharlal Nehru in rapport with the present Dalai Lama. It envisions the resuscitation of the culture heritage of India and Tibet and has mellowed into an organization of national fame and international importance.

This University is run by an autonomous body and fully financed by and under the guidance of the Ministry of culture, Government of India.

The University conducts teaching and research up to doctoral level in Tibetology, Buddhist Studies, **Tibetan Ayurveda (Sowa-Rigpa), Bhot Jyotish, Tibetan Fine Arts, Education** and related subjects.

To facilitate teaching and research work, the University is building up a rich and specialized library of national importance in the field of Buddhology, Tibetology, Himalayan Studies and Sanskrit language and literature. **Shantarakshita Library is making all possible efforts to acquire documents of core subjects.**

Publishers, Distributors, Agents and Booksellers dealing in subjects of our interest are requested to establish contact with the Shantarakshita Library and send their latest catalogues and lists for consideration.

Shantarakshita Library accepts the documents of core subjects on approval from the books/documents suppliers, if they are not available in the library, and put them for consideration of Book Selection Committee.

Other modes of documents acquisitions are detailed under respective heading.

1. The Library acquires documents in any form (printed as well as electronic), on subjects and in languages as detailed below in order of preference:

I First Preference:

Documents in Tibetan language on any subject.

Library purchases the two copies of documents up to two volumes in Tibetan language on any subject and single copy of documents of more than two volumes in Tibetan language on any subject.

Documents of more than two volumes in Tibetan language on any subject shall be catalogued as non-issuable document and may be consulted within the library only.

II Second Preference:

Documents in any language dealing with the subject of:

1. Buddhology
2. Tibetology
3. Philosophy, Religion, Culture, Psychology, History, Geography, Arts, Anthropology and allied subjects having direct bearing on Tibetology and Buddhology.
4. **Tibetan Ayurveda (Sowa-Rigpa) and allied subjects.**
5. **Bhot Jyotish and Fine Arts**
6. **Education**

III. Third Preference:

1. Documents in English and Hindi and related languages on the subjects of Himalayan Studies, Indology, Mongolian studies and Sinology.
2. Documents of Sanskrit language and literature.
3. General Reference materials.
4. Documents relating to Library & Information Science.

IV Documents on optional subjects up to graduate level: English language, Pali, Hindi, Political Science, Economics, South East and Central Asian History.

2. Purchase of old foreign books of the core subjects which are not available in library.

As the rate of obsolescence of subjects in the area of Philosophy and Religion, which are core subjects of the library, is almost negligible. Therefore if the new edition of the title/s proposed by a supplier is/are not available in the market, and the title/s proposed to supply is/are in good physical condition then the old edition of such foreign books may be purchased on recommendation of Books Selection Committee. In such cases Supplier has to offer maximum possible discount and give an undertaking that the new edition of title/s supplied is/are not available in market.

3. The out of prints documents of the core subjects which are available in open source repositories, may be downloaded and preserved in pdf form on demand.
4. As the paradigm is shifting from ownership to access, the library will contribute and collaborate with different regional, national and international institutions and library

networks to get the full text online access to their collection. Appropriate measures be adopted to encourage the use of digital resources among library patrons and CUTS community.

5. Price verification of Tibetan titles.

It is reported that many of the Tibetan titles neither have the printed price nor the price proof, in such cases we have to rely on the price submitted by the supplier/s. After detailed discussion on state of publication in Tibet and China and problems of importing books and lack of publication houses and suppliers of Tibetan Titles which is the first preference in the Acquisition Policy of the Shantarakshita Library, it is decided to form a price verification committee for Tibetan Titles which will inspect and verify the price of the titles proposed by supplier/s. In such cases the supplier has to submit the books lists containing Author, Title, Publisher, Year of Publication, Number of pages, Type of Binding etc.

6. Procurement of Tibetan Books

Tibetan documents published by monastic institutions and private organizations be made even if they do not offer discount and that a No Discount Certificate be obtained from the publisher. On-spot purchase of Tibetan documents may also be done by the committee consist of library officials by visiting the concerned places periodically.

7. Book Selection Committee

A panel of subject experts from various academic and research departments of the University will be nominated by competent authorities to consider the documents submitted by suppliers on approvals for library purchase.

Book Selection Committee will also consider and endorse the applications of new suppliers for permitting them to submit the documents on approval for library purchase. Tenure of the Book Selection Committee shall be for two years.

8. Modes of Acquisition

- a. **On Demand acquisition through Requisition form:** Any library member can make a request on prescribed Requisition form for purchase of a document relating to their area of study which is/are not available in library.
- b. **Approval Called by Library from catalogues:** The librarian or any other library official instructed by the librarian may browse the latest trade lists, publisher's catalogues, books reviews etc. and tick the relevant titles. After proper duplicate checking,

unique titles may be called on approval for the consideration of book selection committee.

- c. **Approvals Submitted by Books suppliers:** the document suppliers endorsed by the book selection committee may submit the documents of the subjects and languages detailed above, after proper duplicate checking the unique titles may be accepted on approval for consideration of the book selection committee. In order to ease the handling it is advisable to submit maximum 25 titles on a computer generated/printed or approval.
- d. **Video Recording of academic events** and their documentation to add in multimedia collection: the multimedia section of the library will do the audio, visual recording of the academic and other such events of the university and edit, save and catalogue them for users services.
- e. **Through Exchange:** the publication department of the university receives the documents on exchange from the peer institutions against the supply of the University publication. Library will receive and catalogue such documents for user services.
- f. **Through Donation/ Gratis:** Library receives documents from various institution and individuals as donation/gratis, keeping the space constraint in mind after proper duplicate and physical condition checking a wise decision by librarian or other competent official may be taken to add such documents and/or collection in the library collection.

9. TERMS AND CONDITIONS FOR SUPPLY OF DOCUMENTS

- i. The price of book/document will be as fixed by the publisher.
- ii. Only latest edition of a book should be supplied.
- iii. The orders are valid for a period of 6 month for foreign publications & 30 days for Indian publications from the date of the purchase order.
- iv. All orders are FOR Varanasi. No postage/freight will be paid on trade publication.
- v. The Railway Station is 'Varanasi' and Post Office is Sarnath Post Office, Varanasi-221007.
- vi. Invoice in triplicate should mention invariably the Purchase Order No. and date giving author, title, edition, publication, price and discount offered for each title.
- vii. In case of foreign publication, price in foreign currency-generally in the currency of the country of publication – must be mentioned.
- viii. Suppliers are requested not to supply any foreign book, of which an Indian/Asian edition is available.

- ix. Our bankers are Union Bank of India, Paigamberpur, Varanasi – 221007
- x. If a book supplied is a defective one, it will be returned at suppliers cost.
- xi. Exchange rates will be as approved by the Good Office Committee from time to time, in case of Indian suppliers.

The Librarian,
Shantarakshita Library
Central University of Tibetan Studies,
Sarnath, Varanasi – 221007 (INDIA)