State Library of NSW Multicultural Purchasing Cooperative Procurement Policy

Statement

Background

The Multicultural Purchasing Cooperative, (MPC) based at the State Library of New South Wales is a not for profit arrangement that assists NSW public libraries to purchase Languages Other Than English (LOTE) resources.

The Cooperative was established by Wollongong Council Library in 1979 on behalf of NSW public libraries. In 1991 the Cooperative moved to the State Library of NSW. Services provided by the Multicultural Cooperative (MC)

The primary function of the MPC is to assist NSW public libraries in the purchase of resources, both book and non book in LOTE for their collection. When selecting has been completed orders are shipped to the MPC where they are checked, verified and are then sent to the ordering library or if preferred are sent to a cataloguing agency. Once cataloguing has been completed the orders can be also be end processed as per library requirements.

All work is invoiced to the State Library and paid by the State Library who in turn recoups funds from public libraries. All invoicing is customized to meet library requirements.

Local Government Procurement (LGP)

LGP has been prescribed under s55 of the Local Government Act, allowing councils to utilize supply arrangements under LGP without going to tender in their own right. In short this means that councils are able to buy if they so choose from LGP.

Many councils use LGP to purchase a range of equipment and services however this does not include the purchase of LOTE resources.

The contract for Library Books and Resource Material includes the following categories:

- Books (monographs)
- Electronic Books
- Audio Visual Materials
- Serials and Periodicals
- Cataloguing
Shelf Ready Preparation

LOTE is not included as a specific category.

There are suppliers on the panel that provide books and other resources in other languages but they are not able to satisfy the majority of language requirements and there is not a sufficient representation of suppliers.

The provision of LOTE material, as supplied by the State Library, does not just entail the provision of the material itself but also the added value of the service. This service includes the co-ordination of vendors and the cataloguing and end processing of the purchased material. MC procurement is managed by the State Library and therefore meets State Government procurement requirements.

Savings Opportunities for New South Wales public libraries using the Cooperative

There is no charge for placing orders with the MPC or for the checking and verification of orders on supply. Further advantages of ordering LOTE material through the MPC include:

- Saving of staff time in relation to ordering and the verification of orders
- A range and choice of suppliers in 50 languages
- Solid supplier relations
- The monitoring of Illegal reproductions
- Customized invoicing and billing

Further to this the service includes the monitoring of quality, price, reliability, illegal reproductions, and the management of multiple suppliers. This service is provided free of charge to NSW public libraries.

Suppliers used by the Cooperative

All LOTE suppliers providing services to the Cooperative, and public libraries, must adhere to the Guidelines for Suppliers’ which has been specifically developed and distributed to all LOTE suppliers. Failure to adhere to any of the guidelines will result in suppliers being removed from the list.

The Multicultural Cooperative has selected specific suppliers based on the following criteria:

- Range of languages
- Knowledge of language supplied
- Access to overseas sources
- Well established relationship with the State Library of NSW
- Competitive Costs and Prices
- Range or resources – both book and non book
- Reliability and Responsibility
- Transparency
• Turnaround Times
• Discounts

If you require further information do not hesitate to contact me

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