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***Purchasing with Plastic!  
Using a credit card for  
procurement in information  
services***

Yvonne Halland

Project Leader: Information Procurement

CSIR Information Services





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## ***Introduction:***

- ◆ Rapid development of Internet & WWW
- ◆ Online shopping commonplace
- ◆ Effect on library acquisitions
- ◆ Electronic purchasing at present



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## ***Current purchasing difficulties***

- ◆ Large booksellers cannot/will not supply everything
- ◆ Grey literature, reports, theses, standards etc difficult to obtain
- ◆ Organisations, institutions, research societies, government agencies etc.
- ◆ No discounts
- ◆ Company web sites – pre-payment required
- ◆ Pre-payment – slow and costly



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## ***I) Emerging Possibilities:***

- ◆ Late nineties – began noticing online shopping opportunities.
- ◆ Websites with secure systems
- ◆ Faster, cheaper and on target
- ◆ Certain types of publications particularly suitable for online purchasing:



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## ***Possibilities:***

### **Technical Reports**

Companies, Gov agencies, associations, research organisations etc. sell reports online e.g.

- ◆ **NTIS: The US National Technical Information Service sells reports at half the price if ordered online. <http://www.ntis.gov>**
- ◆ **NASA: <http://www.sti.nasa.gov/RECONselect.html>**
- ◆ **EPA: <http://www.epa.gov/epahome/publications.htm>**



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## ***Possibilities (cont):***

### **Standards:**

WWW is a wonderful source for standards, both paper copies and electronic downloads e.g.

- ◆ Techstreet: <http://www.techstreet.com>
- ◆ DIN standards <http://www.mybeuth.de>
- ◆ ISO: <http://www.iso.ch/iso/en/ISOOnline.frontpage>
- ◆ ASTM: <http://www.astm.org>
- ◆ Australian standards: <http://www.standards.com.au/>



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## ***Possibilities (cont):***

### **Theses:**

- ◆ UMI offers theses online both in paper and electronic format

<http://www.umi.com/hp/Products/Dissertations.html>

- ◆ MIT: <http://libraries.mit.edu/docs/theses.html>





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## ***Possibilities (cont):***

### **Specialized technical books:**

- ◆ Associations
- ◆ Smaller publishers
- ◆ Large publishers





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## ***Possibilities (cont):***

### **Patents:**

These are freely available on the WWW but can also be ordered from large suppliers like

- ◆ USPTO: <http://www.uspto.gov/patft/index.html>
- ◆ Derwent and Micropat.
- ◆ European Patents: <http://ep.espacenet.com/>

### **Urgent articles:**

Urgently needed articles not available locally e.g. Ingenta and Infotrieve



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## ***II) Persuading the money people!***

- ◆ **Background:**
- ◆ **Early discussions with finance dept**
- ◆ **Pointed out trends & opportunities**



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## ***II) Persuading the money people***

- ◆ 1999- online shopping became legal
- ◆ Met with Finance Dept again
- ◆ Required to write a motivation



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## ***Writing a motivation***

- 1. Align the request with the basic vision & mission of your organisation.**

*“As a uniquely South African organisation, the CSIR is committed to innovation. We exist to support sustainable development and economic growth in the context of national priorities and global challenges. We create value for our clients, partners and stakeholders by providing technology solutions and **information**, establishing ventures and licensing intellectual property”*



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## ***Writing a motivation***

2. Keep records of cases where the use of a credit card would have been particularly beneficial.

Real life examples, especially if they involve high profile staff, are valuable “ammunition”!

3. Stress time saving elements – for all parties involved: clients, library and finance department



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## ***Writing a motivation:***

3. Highlight cost benefits – for clients, library and finance dept.
4. Get a “techie” with authority on your side!





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### ***III) Procedures:***

**Security concerns:**

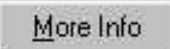
- ◆ **Keep physical card/s locked away**
- ◆ **Authorised staff only**
- ◆ **Use only sites that have secure Internet transaction systems in place**

Please wait, connecting to Secure Payment Gateway...

**Security Alert** 

 You are about to view pages over a secure connection.  
Any information you exchange with this site cannot be viewed by anyone else on the Web.

In the future, do not show this warning



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## ***Procedures (continued):***

### **Financial concerns:**

- ◆ **Keep meticulous records of every transaction**
- ◆ **Keep track of how much you have spent.**
- ◆ **Check & reconcile statements**



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## ***IV) Pitfalls and problems:***

- ◆ **Online ordering is time consuming**
- ◆ **Order forms designed for Americans!**
- ◆ **Credit limits**
- ◆ **No service level agreements**
- ◆ **Technical problems with downloads**

The logo for CSIR (Council for Scientific and Industrial Research) features the letters 'CSIR' in a blue, sans-serif font. The letter 'I' is replaced by a stylized figure of a person with arms raised, wearing a blue and purple outfit, with a purple ring around its head, set against a yellow background with a faint world map.

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## ***Conclusion:***

We need to supply the right information, at the right time, in the right format to the right person, and for this we need the....

right tools!