



CRAC Programme for the purchase of books in the field of ancient studies

Rules

1. CRAC finances purchase of books in the field of ancient studies, including e-books, for the University of Warsaw libraries. Electronic books are purchased by the University of Warsaw Library (BUW). The books have to be catalogue in the general catalogue of the University of Warsaw Library and accessible for all members of the UW academic community.
2. A purchase proposal can be submitted by every faculty member or doctoral candidate from the University of Warsaw. The submission should be made on an appropriate form and must include the following information: author, title, year and place of publication, price, ISBN, preferred version (paper or electronic), and the information whether the book is accessible in any library in Warsaw. The applications are accepted continuously by CRAC Secretariat via an e-mail: crac@uw.edu.pl.
3. CRAC Secretariat make a list of the books which have been proposed to purchase (in the Excel sheet).
4. Once a month, CRAC coordinator and the members of the Board make a ranking list of the books on the basis of the list prepared by the Secretariat. They take into account accessibility, price and the value of the publication for the UW libraries' collections. The total amount of the purchase is defined in the CRAC budget.
5. Depending on a form of publication (paper or electronic), one of the two manner of the books' purchase will be used:
 - 1) electronic books – upon receiving a message that the means have been granted the Beneficiary needs to contact BUW which will carry out the purchase and complete the financial procedures.
 - 2) hard copies – upon receiving a message that the purchase has been granted and receiving the PSP number the Beneficiary needs to contact the selected library which will finalize the purchase and carry out the purchase and complete the financial procedures.The invoice should be issued by the seller to the University of Warsaw: Uniwersytet Warszawski, Krakowskie Przedmieście 26/28, 00-927 Warszawa, NIP: 525-001-12-66.
6. The library is obliged to catalogue the book in BUW central catalogue within 60 days from the date of the invoice.