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Master List/Matrix/Table

Reviewed by:

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17 February 2025

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Processes	Statement of Quality Objectives	Key Performance Indicators	Targets
Acquisition of Library Materials	To ensure the acquisition of library materials remains within allocated budget	Percentage of budget spent versus allocated budget	Minimum 90% of the allocated budget utilized annually
Organisation of Acquired Library Materials	To provide bibliographic access to all library materials received	Percentage of new library materials cataloged in every quarter	Minimum 95% of new library materials cataloged quarterly
	To improve accuracy of catalog entries & completeness of catalog records	Percentage of bibliographic and authority records verified in every quarter	Minimum 95% of bibliographic and authority records verified in every quarter
3. Receiving of Library Materials	To ensure the accuracy of library materials received	Percentage of received library materials that match the Purchase Order details (price, titles, ISBN, quantities, editions)	Minimum 95% of received library materials match the Purchase Order in every quarter

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