



SUBJECT: Serial Management (Library)	Effective Date: July 1, 2011	Policy Number: 01-2-008
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority:	

I. Purpose and statement of operational policy underlying the procedure.

Policy offered to maintain collections of print and e-Journals to support the curriculum and research. Provide access to all periodicals for campus and other library users.

II. Applicability/Scope


Students, faculty and off campus library users.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Librarian	Acquire periodicals to support the curriculum.	Annually
Cataloger	Organize and catalog all journals	Upon receipt of journals

IV. Related policies/References for more information

See Copyright Brochure and Library Manual.

Authorizing Official: 	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	