

**PENSACOLA JUNIOR COLLEGE
POLICIES OF THE
LEARNING RESOURCES SERVICES**

TITLE: Discard of Loose Issues of Newspapers and Periodicals	Number:
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Loose issues of newspapers and periodicals are discarded according to college policy after specific holding periods.

The Serial Record of each campus will note the "backfile" status (i.e.: BD, MF, CY, CY+1, etc.).

Known Exceptions: None	
Authorized to Make Exceptions: District Department Head with consensus of LRC Supervisors and approval of LRC Supervisor.	
Method for Changing Policy: Written request to the District Department Head or LRC Supervisor to forward to LRC Supervisor.	
HISTORY: LRC Policy, 1987, Revised 1988	
AUTHORIZED SIGNATURE:	DATE:

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