

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

TITLE:	Number:
Request to Purchase Periodicals and Continuations	
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Periodical and continuation requests for student use in the LRCs may be initiated by faculty, department heads, or librarians and should be submitted to the appropriate Campus LRC Department Supervisor. Materials needed to support specific departments/administrative needs may be purchased with department or SPD funds.

After reviewing, searching, and verifying, Campus LRC Department Supervisors should forward recommended requests to the Technical Services Department for review. The request will be brought before the District Serials Committee; upon committee approval it will be forwarded to the Technical Services Department to order.

Known Exceptions: Replacement periodicals and continuations will go through an annual review process by the Campus LRC Department Supervisors prior to renewal. Materials needed to support specific departments/administrative needs may be purchased with department or SPD funds.	
Authorized to Make Exceptions: Campus LRC Department Supervisors, District Department Head and Technical Services Coordinator	
Method for Changing Policy: Consensus of District Serials Committee, Technical Services Coordinator, and District Department Head	
History: Reference <u>Manual of Procedures #208</u> dated 10/1/96 Manual of Procedures - http://pjcnet/procedure.asp	
Authorized Signature:	Date: