

TITLE: Library Material Accounting

AUTHOR: Director, Library Services

EFFECTIVE: November, 1980

PURPOSE: To formulate campus guidelines for cataloging items purchased with state and grant monies by individuals, offices and divisions which fall into the category of library reading materials: books, periodicals, etc.

REVIEWER: Director, Library Services

OPERATING DETAILS:

1. Library reading materials purchased by individuals, offices and divisions with state and grant monies may continue to be housed in the area making the purchase, but they are to be accessioned and made accessible to the MUW Library community. Cards will be added to the MUW Library card catalog showing title, author, date and location on campus for books and title, subscription date and location on campus in the Serials Holdings file for periodicals.
2. As library reading materials which have been purchased with state or grant monies are received, each division will be responsible for notifying the MUW Library Director and providing information necessary for cataloging and accessioning the materials.
3. Items lost or discarded should be reported to the MUW Library Director in order that records can be updated.

Return to Director of Library Services, Fant Memorial Library

Notification of materials purchased on MUW campus with state or grant monies

Division _____

Author _____

Title _____

Publisher _____

Publication Date _____

Subscription Date _____