

ADMINISTRATIVE PROCEDURES

Title: SELECTION, PURCHASE, RECEIPT, AND DISPOSAL OF LEARNING RESOURCES MATERIALS	Identification:	5.06
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	Effective Date:	04/29/02
Authority: SBE 6A-14.0247; 6A-14.0261; 61-14.0734 HCC Rule 6HX-10-3.018	Signature/Approval: Gwendolyn W. Stephenson	

PURPOSE

This procedure provides guidelines for the selection, purchase, receipt, and disposal of learning resources materials.

PROCEDURE

1. SELECTION

Campus librarians are responsible for selecting general learning resources materials (print and non-print) which support and enhance the curriculum. Selections should provide materials and information to make available the widest diversity of views and expressions. The campus librarians will ensure that the collections are developed to the extent that funding allows. The Dean of Learning Resources Services will ensure that funds are distributed district-wide and will provide policy direction on the allocation of funds.

- A. College faculty, administrators, staff, and students may request material for preview and/or purchase by sending information regarding the request to a campus librarian. Priority will be placed on faculty requests. The campus librarian will review the request with the requester.
- B. Campus librarians select materials in accordance with the Learning Resources Collection Development Policy.
- C. The District Library Technical Services Office (DLTS) will insure that the requests are processed within the limits of the budgets and product availability.
- D. The Dean of Learning Resources Services will periodically review and inventory each campus collection in consultation with campus librarians to identify deficiencies and strengths in learning resources materials. The Dean of Learning Resources Services will ensure that the deficiencies and strengths are noted and/or corrected by requesting additional funds beyond the assigned campus budgets.

2. PURCHASE AND RECEIPT

- A. Upon selection of materials, the campus librarians will forward ordering information to the DLTS.

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- B. The DLTS will review the order and determine point of purchase.
- C. The District Acquisitions Technician will process the order. Requisition forms will be approved by the Dean of Learning Resources Services.
- D. Generally, the DLTS is the delivery location. However, when a campus learning resource center (LRC) is the designated delivery location, DLTS must received a signed receipt for all items received.
- E. DLTS will be responsible for the following:
 - (1) verifying the shipment;
 - (2) notifying the vendor regarding problems;
 - (3) notifying the campus LRC regarding order cancellations, delays or deadlines;
 - (4) providing an invoice copy and a receiving notice for each order to Accounts Receivable;
 - (5) forwarding copies of the receiving report to the appropriate personnel and/or department.
- F. After the learning resources materials have been given an HCC property stamp, they will be forwarded to be processed and/or cataloged, and then sent to the campus LRC.

3. DISPOSAL

- A. Once the campus librarians have determined that materials will be removed or that materials are verified as missing from the inventory, the DLTS staff will ensure that the appropriate records are deleted from the campus on-line circulation system.
- B. Each campus LRC will submit to the DLTS the titles of materials withdrawn from the campus collections.
- C. The DLTS will compile this information and generate a report to the Accounting Department on a quarterly basis. The Accounting Department will properly adjust the inventory value on the general ledger.
- D. The DLTS will delete the records from the Online Public Access Catalog (OPAC).

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- E. Prior to the actual disposal of learning resources materials, the appropriate LRC personnel will review the material. Once removed from a campus LRC, material will be disposed of in the following priority:
- (1) dispensed to another campus LRC or group at the College;
 - (2) offered to agreed-upon institutions or agencies within the area;
 - (3) stored in the warehouse for sale to students and/or the public; or
 - (4) discarded at the discretion of the campus librarian.

History: Formerly 3.300