

Ocean County College, Toms River, NJ

ADMINISTRATION
ADMINISTRATIVE OPERATIONS
Library
Central Control of Print and
Non-Print Materials 2342

POLICY

The Office of Library Services shall function as the central agency for Ocean County College to purchase, catalog, classify, circulate and inventory print and non-print educational materials, other than textbooks and supplies. Funds shall be used to purchase materials designated for student and/or faculty use.

ADOPTED: March 23, 1970

REVIEWED: August 13, 2002

PROCEDURE

1. Materials are purchased by Faculty request, Staff request or student suggestion by initiating an acquisition form which must be countersigned by the Department Dean. Non-print materials requested must be approved by the Director of Academic Technology.
2. The Director of Academic Technology (DAT) shall process preview letters for Non-Print Materials. After 20 days of previewing, The (DAT) will decide if the material should be purchased or returned. The (DAT) will return unwanted materials. If they are to be purchased, the (DAT) will authorize the Acquisitions Librarian to initiate payment.
3. The Acquisitions Librarian will prepare all Purchase Orders. If the materials must be returned (defects, etc.) after purchase, the Acquisitions Librarian will return them. Internal bookkeeping practices now used by the Acquisitions Librarian will continue.
4. Budgets recommended by the Library Staff shall include Department Dean's requests, not only for professional materials, but also for print and non-print materials for students -- regardless of where they are to be housed.
5. The Cataloger will catalog, classify and supervise the technical processing of all materials according to established practices. If no existing procedure is available (e.g. in the case of new materials) the Cataloger will attempt to establish a procedure with the approval of the Dean of Library Services and/or the Director of Academic Technology.
6. Materials will reside in the Library, unless they are of a professional nature in which case, the location will be determined by mutual consent of the Department Dean, the Dean of Library Services and/or the Director of Academic Technology.
7. Circulation of all materials will be administered by the Library staff. The circulation of material not housed in the Library will be administered by the Dean of the Department holding the material.
8. An annual physical inventory shall be conducted by the Library and Academic Technology Staff according to established practices. The Staff will inventory all materials regardless of where they are housed.

July 10, 1970

Revised: April 30, 1996

Revised: April 25, 2000