



SUBJECT: Print/AV Materials Acquisition	CATEGORY: Academic – Programming	NO. A-1.21
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PREAMBLE

A SIAS-wide consistency of practice in acquiring and circulating print and audio visual (AV) material in support of programs will ensure that SIAS has a record of items purchased.

POLICY

All print/AV materials purchased by programs from program funds will be ordered through and processed by the campus library. These materials will ordinarily be housed in the library and accessible to all of SIAS. For materials housed in program areas, the program will be responsible for its safekeeping.

EXCEPTIONS

The following materials will not be ordered or processed by the library:

- Materials purchased by programs for hands-on in the classroom use which would render the materials unsuitable for library use.
- Instructor copy of textbooks supplied by the publisher.
- Textbooks/materials purchased with funding from outside agencies.
- Newspapers, journals and popular magazines which are not to be housed in the library.

PROCEDURES

For more detailed information on the procedures for ordering contact your campus library.

Approved by: President & CEO	Prepared by: Associate Vice President. Educational Services	Date Issued: September 9, 2009	Supersedes/New Supersedes	Page 1 of 1 #A-1.21
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