

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Purchase of Audio Visual Materials to Support Instruction (Fund 1)	<u>Number</u> 206
Related Policy:	Board of Trustees Meetings – 6Hx20-2.001	<u>Page</u> Page 1 of 1

I. Purpose

To consolidate the process of ordering all audio visual materials to ensure a timely follow-through with vendors.

II. Procedure

- A. Audio visual request may be initiated by faculty, students, patrons, and librarians and should be submitted to the Department Head of Libraries.
- B. After previewing, reviewing, searching, and verifying the Department Head of Libraries should forward requests to Technical Services Department for order.
- C. After Library processing, the request is routed through the appropriate channels for support.

Responsible Official:	Vice President, Academic and Student Affairs
President's Signature:	Date: 02/21/2017

