

PENSACOLA STATE COLLEGE  
MANUAL OF PROCEDURES

Procedure Title:	Purchase of Periodicals	<u>Number</u> 208
Related Policy:	Curricula – 6Hx20-2.001	<u>Page</u> Page 1 of 1

**I. Purpose**

To ensure the appropriateness of titles to support instructional programs. Exceptions: materials needed to support a specific department's administrative needs may be purchased with departmental or Staff Professional Development (SPD) funds.

**II. Procedure**

- A. Suggestions for new periodical acquisitions are submitted by faculty and academic department heads to the District Department Head of Libraries for review.
- B. Approved titles are forwarded to the Technical Services Department for review and District Department Head's approval.
- C. If funds are available, titles may be purchased at the next renewal cycle.
- D. If funds are not available, titles should be held by the District Department Head in anticipation of the availability of funds at a later date.

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

