

SUFFOLK COUNTY COMMUNITY COLLEGE

Policy Statement

SubscriptionsBackground

All requests for the purchase of educational materials are received by the Director of Libraries. In addition, the following guidelines apply to requests for subscriptions to periodicals.

Policy

Periodicals which will be of use to students, a department or an office may be purchased by the College. Before any such publication is ordered, the College Library's Periodicals Catalog should be checked to determine if it is already available. If it is not, a memorandum requesting a subscription may be sent to the Campus Head Librarian. The memo must include an adequate justification and the approval of the department head or appropriate administrative officer. If the periodical is indexed and otherwise suitable, the library can order and stock it.

If the publication is not suitable for library use, if it is the periodical associated with membership in a professional organization, or if there is a bona fide reason to have it available within the department or office, it may be ordered through the Campus Business Office with a standard College purchase order. The business offices will consult with the Director of Libraries prior to ordering. The subscription should be addressed to the department or office, not to an individual by name, and a single copy circulated among the interested personnel.

Subscriptions for personal use should, of course, be paid for by the individual and sent to his or her home address.

The Chronicle of Higher Education will only be made available to the offices of the President, Vice Presidents, and Executive Deans.

Office of Administrative Responsibility

Administrative Vice President

Approved: President Ammerman
Executive Vice President Krelling

Date: October, 1978