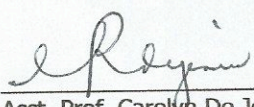


Policy No:	ACA-POL-LIB-0004
Policy Title:	Inventory and Disposal of Library Materials
Implementation Procedure:	ADM-PROC-LIB-0004 Inventory of Library Collection Procedure
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Library Services Department
"Supersedes" Notification:	
Purpose of Policy:	The policy stipulates the Colegio's terms and conditions in the inventory, maintenance and disposal of library resources.
Detailed Policy Statement:	<ul style="list-style-type: none"> • The Library annually conducts an inventory of its collections and acquisitions. • The inventory is conducted during the summer vacation where the students, primary clients of the Library are not reporting. • Each Librarian is assigned a section to conduct the inventory. • During the period of inventory, employees, alumni and external researchers are restricted from availing the services of the library • Retention of books is made depending on their usefulness. • All materials which are more than fifteen (15) years old by its imprint should be deselected or weeded out except for the following conditions <ul style="list-style-type: none"> • Those that are theoretical in nature • Those that are historical in nature • Those that are still very useful as evidenced by the book and card entries • Those that are considered classical publications as in literature • All materials infested with termite regardless of imprint date, utility or orientation should be deselected or weeded out. • Books that are obsolete and beyond repair and are not useful are removed from the shelves.
Applicability:	Library's Management
Policy Approval Authority:	Chief Librarian
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Carolyn De Jesus
Date of Approval	1-10-12

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