

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Educational Services 600.0000.86
SUBSECTION: Library Services 620.0000.90

Periodicals

Policy Number: 620.0200.90

POLICY

Due to the high cost of periodical subscriptions and their long term budgetary impact, they are chosen according to special guidelines. Periodicals should meet all of the standards outlined in Policy 620.0100.90 and in addition must be of direct correlation to the curriculum. They should be included in one of the periodical indexes to which the College subscribes. On the Scottsbluff campus, with the exception of computer magazines, periodicals are retained permanently or for a minimum period of ten years. Periodicals on the Sidney campus are retained for one year only due to the rapid change in technology. Periodicals that have higher usage in digital format will be retained in that format only, rather than receive a duplicated form in paper due to budgetary considerations.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1990

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: Policy 620.0100.90 Selection of Materials