POLICY

Cataloging and Display

1. Book Collection is shelved according to the Library of Congress Classification scheme. Reference materials are displayed separately from circulating materials. Books accompanying materials (i.e. DVDs, CDs, etc.) are kept separately at Library Staff desk in designated folders and/or files.
2. Journal Collection is filed alphabetically by title. Journals are displayed on the shelves as loose issues.
3. DVD Collection is shelved according to the Library of Congress Classification scheme. DVD cases are displayed and disks are kept in separate folder at MCHSL CEL Staff desk.
4. Pamphlets are displayed in designated space and arrangement of display is based on topic, subject and other specifics. Non-displayed pamphlets are filed and kept at MCHSL.

Weeding

1. Bibliographic materials shall be removed from the collection when superseded by a new edition. However, if it is judged that an older edition is still of continued value, it will be maintained in the circulating collection until decisions are made to discard it.
2. Journals older than current five years will be discarded. Exceptions may be made.
3. DVDs will be discarded no later than 10 years from date of publication. Exceptions may be made.
4. Pamphlets will be restocked as needed and updated regularly.
5. Weeding or de-selection of materials shall be conducted on a regular basis.

DEVELOPED BY: Library Staff        DATE: 02/07/11
REVISED BY: Library Staff          DATE: 02/07/11
REVIEWED BY: Steve Roksandic, Director  DATE: 02/07/11
APPROVAL FOR IMPLEMENTATION BY:  DATE: 02/10/11