

SUBJECT: Collection Development: Journal Retention

MANUAL: Health Sciences Library Policy & Procedure

POLICY: Journal Retention

RESPONSIBLE PERSONS: Library Staff

POLICY

1. Mt Carmel West Campus Library will retain current fifteen years of journal titles that are indexed in MEDLINE. In some cases, titles are kept from publisher's volume 1 to the present.
2. Print versions of journal titles will be retained depending upon the scope, archival features, and electronic availability of each individual title.
3. West Campus Library will be the repository for unique journal titles which are received by other Mount Carmel HSL locations.
4. Journal titles received will be reviewed on an annual basis for continued relevance to the patient care, educational, research and administrative programs of Mount Carmel Health System.
5. Newspapers will be retained for 10 days.
6. The last four issues of popular journals, free subscriptions, etc. are retained.

DEVELOPED BY: Library Staff

DATE: 1996

REVISED BY: Library Staff

7/16/07

REVIEWED BY: Stevo Roksandic

7/16/07

APPROVAL FOR IMPLEMENTATION BY:

Ann Eschelle

DATE:

8/2/07