


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 99:023	Supersedes Policy Number:
Date: November 7, 1989	Dated:
Subject: Library Inventory	
Initiating Authority: Vice President for Academic Affairs	SBR Policy/Guideline Reference: 4:05:01:01
Approved:  President	

In order to fulfill requirements of the Library Inventory Policy as developed by the State Board of Regents Library Director's Committee and endorsed by the committee at its November 3, 1988 meeting, the Felix G. Woodward Library at Austin Peay State University will use the procedure of an instack inventory. Library departments named will be responsible for inventory in areas listed according to the following table:

<u>Frequency</u>	<u>Collection</u>	<u>Department</u>
1/2 annually	General Collection	Circulation
annually	AV Collection	Circulation
1/3 annually	Reference Collection	Information Services
1/10 annually	GPO Collection	Information Services
annually	Serials	Acquisitions
annually	Tennessee Room	Acquisitions

The Cataloging Department will be charged with pulling all catalog cards from the main card catalog and deleting bibliographic holdings from archival tapes in the OCLC data base. Statistics documenting this withdrawal activity will be reflected annually in the Library's Statistical Report.