

## **Dr. Grace O. Doane Alden Public Library Periodical Policy**

Periodical selection will be left to the discretion of the Library Director.

Selections will be based on reader demand and usefulness.

Amount budgeted for periodicals will be a determining factor in any deletion or addition of titles.

A yearly analysis of the periodical collection will be made at which time subscriptions will be added and discontinued.

The Children's Librarian may suggest periodicals for the children's department, but the Library Director will make all final decisions.

Magazine literature will be kept for a six month period of time.

Magazine circulation will be for a two week period.

Issues of periodicals will be made available for circulation and be placed on the wall racks in the reading room.

Newspapers will be kept an undetermined amount of time. The most current issue will be placed on top of the last adult central bookshelf.

Discarded newspapers will be bundled and recycled in the most convenient method.

The Library Staff has the responsibility of shelving periodicals and yearly cleaning of the periodical space.

**Revised and Approved by the Dr. Grace O. Doane Alden Public Library Board of Trustees:**

**1997**

**2001**

**2005**

**2008**

**February 2013**

**March 2018**