I. Policy

In addition to the University’s libraries, units may purchase books, periodicals, and other information materials as needed. However, units that do purchase these items must ensure that the items are appropriately marked to show the ownership of the University, and are retained by the University.

II. Procedure

Books, periodicals, and other information materials purchased by non-library units of the University must stamp these items with a departmental or University stamp on the first page following the cover of the item. This will indicate that the item was purchased with University funds and should be retained by the University. This procedure should be followed regardless of source of funds, either University account of any type or from an account in one of the University foundations.

When the unit has no further use for the item purchased, the item should be sent to the collection development office of the appropriate campus library for disposition. Newspaper subscriptions should be disposed of without referral to the library.