PERIODICALS: ROUTING

Since the practice of routing a publication to a list of potentially interested users effectively removes that title from general access and use, periodicals will only be routed when certain criteria apply.

- When the LMC subscribes to more than one copy for the express purpose of routing one or more copies;
- When an administrative or academic unit purchases a title with non-051 funds but returns past issues to the LMC for general use;
- When a title is more likely to contribute to the professional development of faculty than the learning needs of students;

Once a periodical has been approved for routing, designated library staff will initiate an annual review of all current routing slips, one week prior to the beginning of each Fall quarter.

- Criteria for building a routing list may include:
  - Number of copies available for routing
  - Number of routees on a given slip

- Criteria for adding routees will include:
  - Faculty/staff affiliated with the department purchasing the subscription;
  - Faculty/staff who are presumed to most directly benefit from receiving a periodical title on a regular basis;
  - Faculty/staff who have specifically requested the receipt of title approved for routing;

- Criteria for removing routees will include:
  - Retirement from or termination of employment with the college;
  - Specific request from the routee to have his/her name removed;
  - Cooperation of routee in timely routing of issues

- Questions or controversy associated with decisions to (1) route or not route; and/or (2) remove a name from an existing routing list will be resolved by the Library Director.