

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES



SUBJECT: LIBRARY ACQUISITION AND MAINTENANCE

POLICY NO. 814

PURPOSE:: To ensure central monitoring of the requisition, receipt, distribution, and disposition of books and journals.

POLICY:: This procedure applies to all Department of Health Services employees utilizing the Public Health Administration/Management Library for acquisition of books and journals.

PROCEDURES:: **Requisition**

- a) The requesting unit submits a Request for Supplies or Services- Stock Transaction form (HS-2) identifying the title and cost. Where the requesting unit prefers assignment of a book or journal to a facility other than the Library, and/or requests more than one copy, an appended justification statement must be included.
- b) The requisition must be submitted through appropriate supervisory channels for concurrence of the respective Executive Team member or designee.
- c) Once approved, the Executive Team member or designee forwards the requisition(s) to the Library.
- d) Journal requisitions are processed semiannually. Requisitions received after March 15 and September 15 of each year will be retained for the next semiannual review cycle, as appropriate.
- e) If a facility receives a newer edition of a book, the unit must return the earliest edition to the Library for appropriate cataloging and processing.

Maintenance

- a) Journals maintained at the library may be checked out for a period of three days.
- b) Books and journals approved for facility retention and maintained at the responsible facility. **Disposition**

When the facility determines that a journal or book has outlived its utility, all subscribed issues and supplements must be forwarded to the Library for binding, retention, reassignment, or other appropriate action.

REFERENCES:: HSA Materials Management Guide. Completing HS-2 for Non- Stock Vendor Items.

HSA Materials Management Guide. Ordering Books and Journal Subscriptions.

EFFECTIVE DATE: Nov 02, 1998

SUPERCEDES:

APPROVED: Signature on File
