

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
EDUCATIONAL RESOURCE CENTER
POLICY & PROCEDURE MANUAL**

Subject: PRINT JOURNAL PROCESSING		Original Issue Date: October 12, 2012	Policy #: 420
		Supersedes: October 12, 2012	Effective Date: November 29, 2018
Individuals / Committees Consulted: ERC Staff	Reviewed & Approved by: College Governance	Approved by: Educational Resource Center Director (Signature on File) <hr/> Provost, College of Nursing & Allied Health (Signature on File)	

PURPOSE:

To delineate the steps involved with checking in and processing print journal subscriptions

POLICY:

Print journal subscriptions are checked in, processed, and made available to Library patrons within five business days of receipt.

PROCEDURE:

ERC staff assigned to journal check-in:

- Opens the Cyber Tools application and logs into the Serials Management tab
- Selects Issue Check-in
- Types in the Title of the Journal and finds the corresponding Journal in the database
- Enters the volume and Issue numbers as denoted on the journal
- Selects the Save and Close option to complete the check-in
- Stamps journal issues with property stamp
- Replaces the current issue either on the display rack or catalogs the new issue on the bookshelf depending on the Title. Refer to list "Journal Titles on Display"

PROCEDURE DOCUMENTATION:

REFERENCES:

REVISION DATES:

October 12, 2012
November 29, 2018