I. PURPOSE

The Campus Libraries provide reports on the status of the Campus Libraries’ holdings and outstanding obligations.

II. PROCEDURE

A. Campus Libraries use the College Center for Library Automation’s (CCLA)’s library management systems, as available, to conduct an inventory of library materials as needed, at least once every five years. Statistical reports will be derived from CCLA’s library management systems.

B. Library obligations will be handled according to College Procedure 9121.

C. Materials that are not accounted for during an inventory or reported as lost, missing or withdrawn will be removed from the library database after a report of those items has been generated.