

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 9002

PAGE 1 of 1

PROCEDURE TITLE: Campus Libraries Financial Accountability

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64 AND 1010.01 to 1010.11

BASED ON POLICY: IX-1 College Libraries - Campuses

EFFECTIVE DATE: September 15, 1969

LAST REVISION DATE: November 8, 2005


LAST REVIEW DATE: ~~November 8, 2005~~; February 2, 2024

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 Florida Virtual College – Library Services (FLVC)'s library management systems, as available, to conduct an inventory of library materials as needed, at least once every three years. Statistical reports will be derived from FLVC'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- C. Materials that are not accounted for during an inventory or reported as lost, missing or withdrawn will be removed from the library database after a report of those items has been generated.

	02/02/2024
PRESIDENT	DATE