PROCEDURES MANUAL

TABLE OF CONTENTS

NOTE: Each chapter is divided into a definite number of sub-functional categories and assigned a block of numbers. In most instances, many numbers are not used in the future growth of the manual.

CHAPTER I

GENERAL ADMINISTRATION AND MANAGEMENT

Functional Breakdown of Pages

<table>
<thead>
<tr>
<th>Functional Breakdown</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration and Organizational Structure</td>
<td>1000-1099</td>
</tr>
<tr>
<td>Admissions and Records, Registration and Graduation</td>
<td>1100-1199</td>
</tr>
<tr>
<td>Continuation of Admission and Records, Registration and Graduation</td>
<td>1200-1299</td>
</tr>
<tr>
<td>Research</td>
<td>1300-1399</td>
</tr>
<tr>
<td>Security</td>
<td>1400-1499</td>
</tr>
<tr>
<td>College and Office Services</td>
<td>1500-1599</td>
</tr>
<tr>
<td>Maintenance, Sanitation and Safety</td>
<td>1600-1699</td>
</tr>
<tr>
<td>Information Services and External Relations</td>
<td>1700-1799</td>
</tr>
<tr>
<td>Management Programs and Techniques (except Data Processing)</td>
<td>1800-1899</td>
</tr>
<tr>
<td>Data Processing</td>
<td>1900-1999</td>
</tr>
</tbody>
</table>

* * * * * * * * * *

Procedure Number | Title
--- | ---
1010 | Administrative Organization
1011 | Procedures for Submitting Recommendations to the District Board of Trustees
1012 | Contact with College Attorney
1013 | Function of Internal Audit Department and Audit Committee
1014 | Guidelines for use of Miami-Dade Community College Informations Systems and Facilities
1020 | Organization and Administration of a Campus
1070 | Establishment of Procedures for Implementing Policies Which Have Been Approved by the District Board of Trustees
1100 | Technical Manual of Procedures (Admissions and
Records Registration and Graduation) Veteran and War Orphan Education Reports

1103.1 Veterans Administration Survivor Benefits
1104 Social Security Benefits for Students
1106 Student Enrollment Information and Statistical Data
1107 Admission Weekly Statistical Report
1121 Student Change of Residency Status
1144 Special Admission Decisions
1153 Request for Proof of Full-Time Students Status
1154 Processing a Student's Change of Address
1164 Special Fees
1170 Waiver of Registration Fees
1171 Authority to Establish Fees for the North Campus
Pre-School Laboratory
1175 Matriculation Fee Benefit Program for Miami-Dade Community College Employees
1199 Eligibility of College Students to take the College-Level Academic Skills Test (CLAST)
1202 Early Release from Military Service
1203 Enrollment of Disabled Veterans
1282 Awards and Certificates
1283 Awarding Additional Degrees
1288 Planning for the Graduation Exercise
1320 Institutional Research
1321 Authorization to Conduct Research
1322 Follow-up Studies
1400 Security Department
1410 Security of Buildings
1411 Issue and Control of Keys
1433 Parking Decals for Full-time, Part-time and Contractual Employees
1453 Parking Decals for Students
1454 Vehicle Parking for Disabled Persons
1455 Vehicle Parking for Visitors
1456 Vehicle Parking for Special Functions
1501 Methods of Requesting Work for College Services, Campus Services
1502 Work Request Review Board: New Construction and Alteration
1506 Day Labor Projects
1512 Telephone Office Functions and Services
1512.1 Telephone Directory
1514 College Mail Room Service
1515 Distribution of Bulk Mail - Non-College
1530 Graphics Services
1541 Supplementary Custodial Services & Relocation of
Furniture and Equipment
1560 Business Management of the College Bookstore
1567 Official Purchases from the Bookstore
1581 Health Services Available on Campus
1590 Campus Emergencies
1660 Safety
1701 Community Relations
1733 Visitors to the College
1734 Open House
1751 High School Visitation
1753 Promotion of High School Relations
1774 Publication of the Student and Faculty Handbooks
1810 Faculty Assignment Form Procedures
1811 Incentive Revenue Plan for Developing Educational Materials
1950 Computer-Related Services
1951 Request for Computer Applications Services
1952 Data Processing Service Request
1953 Receipt, Custody and Control of Computer Related Software
1954 Computer Center Tours
1955 Requests for Purchase of Statistical Programs
1956 Sale of Computer Services to Non-Profit Corporations
1957 Computer Usage
1958 Retention of Student and Faculty "Basic" Language Files
1959 Superwylbur Access for Non-Computer Services Offices
1960 PSAM Access for Non-Computer Services Personnel
1961 SHADOW Access for Non-Computer Services Personnel
1962 ROSCOE Access for College Personnel
CHAPTER 2
PERSONNEL

SERIES 2000 – 2999

Functional Breakdown

2000-2999 General Structure
2100-2199 Recruitment, Selection and Employment
2200-2299 Classification, Reclassification, and Professional Rank
2300-2399 Employee Training, Development, Performance, and Utilization
2400-2499 Employee Relations and Services
2500-2599 Absences and Leaves
2600-2699 Employee Benefits
2700-2799 Promotions, Reassignments and Transfers
2800 2899 Pay Administration and Related Programs
2900-2999 Working Conditions, Health and Safety

* * * * * * * * * *

Procedure
Number Title

2000 Personnel Actions Calendar
2002 Board Items "Cut-Off Dates"
2010 A Glossary of Terms and Definitions
2050 Solicitation of Employees
2052 United Way
2100 Recruitment and Selection
2100A Screening Committees
2101 New Employees, Employment and Personnel Records
2102 Orientation
2102A Orientation for New Instructional Personnel
2103 Posting Personnel Vacancies
2104 Concurrent Occupancy of a Classified-Staff Position
2105 Personnel Records
2106 Personnel Records/Limited Access
2107 Fee(s) for Photocopying or Duplicating Public Records
2109 Request for Personnel Action (RPA)
2110 Establishment of New Full-Time and Temporary Lines
Testing of Prospective Clerical/Secretarial Employees
Nepotism
Marital Status Change
Probationary Period for Classified-Staff Personnel
Employee Identification Card
Driver Record Search
Lay-off/Reduction-In-Force for Professional and Classified/Staff
Retirement Incentive Program
Resignation of Personnel/Termination
Termination, Clearance and Final Pay
Withholding Salary Checks
Continuing Contract
Flexible Contracts
Workload for Instructional Personnel
Release Points for Elected Officers of the Faculty Senate and Faculty Senate Consortium
Part-time Instructional Personnel
Load for Instructional Support Paraprofessionals
Instructional Support Substitution by Paraprofessionals
Awarding Credit for In-Service Programs
Faculty Promotion
Classification and Reclassification of Positions
Career Advancement - Classified-Staff
Employee Enrollment in Credit Courses
Classified/Staff Educational Assistance
Performance Review of Faculty
Evaluation of Employees
Faculty Endowed Chair Program
Annual and Special Increments
The Performance Portfolio
Awards for Service
Acquired Immune Deficiency (AIDS) Guidelines
Sexual Harassment of Employees
Interim Grievance Procedure for Instructional and Professional Staff
Classified-Staff Performance Standards and Grievance
Appeals Procedures for Administrative Personnel
Faculty Advancement Appeals
Contractual Appeals
Leaves for Professional Development
Vacation Leave
Sick Leave
2503 Personal Leave
2504 Leave for Illness or Injury In-Line-of-Duty
2505 Sick Leave Pool
2506 Military Leave
2507 Temporary Duty Leave
2508 Administrative/Temporary Duty Leave for Court
2509 Hearing/Apparances
2510 Absence Without Leave
2650 Unemployment Compensation Claims
2651 Provisions for Overtime, Non-Exempt Employees
2653 Income Protection Insurance
2656 Tax Sheltered Annuities
2659 Reporting of Accidents and Submission of Claims
2660 pertaining to General Liability Insurance
2662 Worker's Compensation
2663 Physicians Authorized to Treat Occupational
2664 Injuries
2670 Credit Union
2738 Transfer of Non-Faculty Positions and Personnel
2739 Faculty Transfer
2740 Inter/Intra Campus Transfer Request for College
2741 Employees
2800 Pay Administration and Related Programs for
2801 Classified-Staff Personnel
2822 Holidays, Legal/Flexible and Recess Days for
2823 Professional and Classified-Staff Personnel
2824 Faculty Payroll Reporting Procedures
2825 Workweek - Chairpersons and Instructional
2826 Personnel
2826A Graduation Day Attendance Requirements
2825 Overload for Pay or Point Banking
2825A Compensation for Planning and Preparation Effort
2826 for Institutes, Workshops and Seminars
2827 Extra Pay and/or Overtime Pay
2828 Substitute - Instructional
2829 Workday - Workweek (College Personnel) - Shift
2830 Differential (Classified-Staff)
2829 Supplements for Instructional Personnel
2830 Professional Consultants and Actors Contracts for
2831 Services
CHAPTER 3
FINANCIAL MANAGEMENT

SERIES 3000 – 3999

Functional Breakdown

<table>
<thead>
<tr>
<th>Structure</th>
<th>3000-3099</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds (Revenue)</td>
<td>3100-3199</td>
</tr>
<tr>
<td>Disbursement (Expenditures)</td>
<td>3200-3299</td>
</tr>
<tr>
<td>Fund, Cost, Payroll and Property Accounting</td>
<td>3300-3399</td>
</tr>
<tr>
<td>Travel</td>
<td>3400-3499</td>
</tr>
<tr>
<td>Payroll Administration</td>
<td>3500-3599</td>
</tr>
<tr>
<td>Budgetary</td>
<td>3600-3699</td>
</tr>
<tr>
<td>Auditing</td>
<td>3700-3799</td>
</tr>
<tr>
<td>Investment Management</td>
<td>3800-3899</td>
</tr>
<tr>
<td>Property Control</td>
<td>3900-3999</td>
</tr>
</tbody>
</table>

* * * * * * * * * *

<table>
<thead>
<tr>
<th>Procedure Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3001</td>
<td>Request for Assigning, Changing or Inactivating an Account Code in the Chart of Accounts</td>
</tr>
<tr>
<td>3010</td>
<td>Financial Management of Campus Physical Education Programs</td>
</tr>
<tr>
<td>3052</td>
<td>Procedure for Utilization of Funds Derived from Auxiliary Enterprises and Undesignated Gifts</td>
</tr>
<tr>
<td>3080</td>
<td>Financial Reports</td>
</tr>
<tr>
<td>3091</td>
<td>Preparation of Federal Grant Requests</td>
</tr>
<tr>
<td>3092</td>
<td>Administration of Approved Federal Grants</td>
</tr>
<tr>
<td>3093</td>
<td>Processing and Reporting Federal Grant Expenditures</td>
</tr>
<tr>
<td>3100</td>
<td>Fund Groups Used by Florida's Public Junior Colleges</td>
</tr>
<tr>
<td>3105</td>
<td>Uncollected Checks from Employees: Bookstore</td>
</tr>
<tr>
<td>3106</td>
<td>Returned Check Procedure</td>
</tr>
<tr>
<td>3107</td>
<td>Maintaining the Registration Fee Table</td>
</tr>
<tr>
<td>3108</td>
<td>Malpractice Insurance Premiums</td>
</tr>
<tr>
<td>3109</td>
<td>Cash Receipts</td>
</tr>
<tr>
<td>3115</td>
<td>Miscellaneous Scholarships</td>
</tr>
<tr>
<td>3128</td>
<td>Charge Accounts for Student Fees</td>
</tr>
<tr>
<td>3129</td>
<td>Procedures for Handling Flat Fee Non-Credit Registrations</td>
</tr>
</tbody>
</table>
3140  Registration Fee Collections
3140.1  Student Accounts Receivable
3141  Expenditure of Student Activities Monies
3149  Financial Obligations - Students (Loans and Fee Deficiencies)
3177  Deposit Fee for Use of Lockers
3178  Collection of Admission Fees and Sales Tax, Via Ticket Sales, for College-Sponsored Events
3199  Negotiating Checks That Exceed the Amount of Fee and/or Obligation
3199.1  Listing of Checks and Money Received in Admissions Office
3205  Interim Payments to the Architect
3206  Billing of Agencies Participating in the Work-Study Program
3213  Substitute Teaching Pay
3221  National Defense Student Loans
3243  Outstanding Student Financial Obligations to the College
3251  Refunds of Student Fees
3253  Refunds for Continuing Education Non-Credit Courses
3260  Hospitality and Public Relations
3270  Petty Cash
3280  Reimbursement to College Employees for College-Related Purchases Not Exceeding $200
3285  Lease-Purchase of High-Cost Equipment and/or Large Equipment Acquisitions
3400  Travel Reimbursement for the District Board of Trustees, the President, College Employees, and Other Authorized Persons
3401  Flat Rate Mileage Reimbursement
3450  Travel Advances for Estimated Expenses Pertaining to Student Activities Funds
3515  Authorization for Use of Overtime Funds
3571  Attendance Rosters for Payrolls
3575  Attendance Report
3580  Collection of Salary Overpayments
3600  Budget Preparation and Enrollment Projections
3601  Continuing Education Variable Funding Procedure
3621  New Positions and Reclassification, Budget Projections
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3820</td>
<td>The Investment Program</td>
</tr>
<tr>
<td>3900</td>
<td>Property Control</td>
</tr>
<tr>
<td>3908</td>
<td>Community Use of Facilities</td>
</tr>
<tr>
<td>3990</td>
<td>Insurance on Construction Projects</td>
</tr>
</tbody>
</table>
CHAPTER 4

STUDENT PERSONNEL ACTIVITIES AND SERVICES

SERIES 4000 - 4999

Functional Breakdown

- 4000-4099 General
- 4100-4199 Organizational Functions
- 4200-4299 Appraisal Functions
- 4300-4399 Consultation Functions
- 4400-4499 Regulatory Functions
- 4500-4599 Student Self-Government
- 4600-4699 Co-Curricular Activities
- 4700-4799 Services
- 4800-4899 Athletic Programs
- 4900-4999 Financial Aid and Placement

* * * * * * * *

Procedure

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>4030</td>
<td>Student Orientation</td>
</tr>
<tr>
<td>4042</td>
<td>Release of Student Information</td>
</tr>
<tr>
<td>4043</td>
<td>Destruction of Records in the Deans of Student Services Offices at Miami-Dade Community College</td>
</tr>
<tr>
<td>4051</td>
<td>Institutional Grievance Process for Students Alleging Discrimination or Harassment</td>
</tr>
<tr>
<td>4070</td>
<td>Student Disciplinary Procedures</td>
</tr>
<tr>
<td>4071</td>
<td>Student Code of Conduct</td>
</tr>
<tr>
<td>4072</td>
<td>Mass Assemblies and Demonstrations</td>
</tr>
<tr>
<td>4074</td>
<td>Procedure for Dealing with Academic Dishonesty</td>
</tr>
<tr>
<td>4076</td>
<td>Standards of Academic Progress</td>
</tr>
<tr>
<td>4078</td>
<td>Guidelines for Appeals Under the New Standards of Academic Progress</td>
</tr>
<tr>
<td>4080</td>
<td>Communication Between Students, Faculty and Administration</td>
</tr>
<tr>
<td>4150</td>
<td>Speakers for Student Activities</td>
</tr>
<tr>
<td>4160</td>
<td>Distribution of Literature</td>
</tr>
<tr>
<td>4161</td>
<td>Visits of Campus Recruiters</td>
</tr>
<tr>
<td>4230</td>
<td>Obtaining and Recording Credit Earned by Institutional Examination</td>
</tr>
</tbody>
</table>
Student Appointments with Counselors
Advisement for Students
Advisement for Foreign Students
Student Participation in Group Counseling
Clinical Psychological Services
Students Deemed Psychologically Unfit to Attend Miami-Dade Community College
Probation for Academic Reasons
Exclusion for Academic Reasons
Student Withdrawal from Course(s) or College
Student Petitions Committee
Coordination of Faculty Advisors
Formation of Student Organizations
Suspension of a Student Organization
Recognition of Religiously-Oriented Organizations
Student Bulletin
Student Activities Sign Printing Services
Handling of Personal Emergencies for Students
Student Accident Insurance
Financial Aid/Grant Program for Miami-Dade Community College Employees
Description of the Organization and Administration of Student Financial Aid Programs
Technical Manual of Procedures (Student Financial Aid)
Administration of Operation College Head Start Program
Guaranteed and Federally Insured Loan Programs
VA Deferments
Administration of Student Short-Term Loans
Emphasis on Excellence - The High School Achievement Award
Emphasis on Excellence - William L. McKnight Scholarship
Emphasis on Excellence - Academic Scholarships
CHAPTER 5
BUILDINGS, GROUNDS AND UTILITIES (NEW CONSTRUCTION)

SERIES 5000 - 5999

Functional Breakdown

5000-5099 General Requirements
5100-5199 Safety, Health and Sanitation Matters
5200-5299 Codes and Standards
5300-5399 Site Work and Construction
5400-5499 Furnishings
5500-5599 Mechanical
5600-5699 Electrical
5700-5799 Specialties and Special Construction
5800-5899 Equipment
5900-5999 Miami-Dade Community College Buildings

Procedure

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>5005</td>
<td>Requests to Architect and Contractors</td>
</tr>
<tr>
<td>5045</td>
<td>Processing of Construction Plans and Specifications</td>
</tr>
<tr>
<td>5055</td>
<td>Bid Openings for Construction</td>
</tr>
<tr>
<td>5070</td>
<td>Final Inspection of Construction Projects</td>
</tr>
<tr>
<td>5100</td>
<td>Environmental Safety Task Force</td>
</tr>
<tr>
<td>5101</td>
<td>Notification of Safety, Health, Sanitation and Environmental Concerns</td>
</tr>
</tbody>
</table>
CHAPTER 6

CONTRACTS AND PURCHASING
SERIES 6000 - 6999

Functional Breakdown

6000-6099 General
6100-6199 Requisition and Specifications
6200-6299 Advertising, Bids and Purchase Orders
6300-6399 Agreements and Contracts
6400-6499 Receiving, Inspection and Claims
6500-6599 Repair of Equipment and Furniture
6600-6699 Excess Property, Survey and Disposal
6700-6799 Contract Administration
6800-6899 Rental/Lease of Equipment
6900-6999 Unassigned

* * * * * * *

Procedure

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000</td>
<td>Purchasing Authority and Purchase Requisition Processing</td>
</tr>
<tr>
<td>6003</td>
<td>Competitive Pricing Procedure</td>
</tr>
<tr>
<td>6005</td>
<td>Purchasing Department Authorization for Direct Disbursements</td>
</tr>
<tr>
<td>6006</td>
<td>Direct Disbursement Procedure for the Purchase of Library Books</td>
</tr>
<tr>
<td>6008</td>
<td>Merchandise to Be Received on a Trial Basis</td>
</tr>
<tr>
<td>6013</td>
<td>Conflict of Interest Relative to Employees of the Purchasing Department</td>
</tr>
<tr>
<td>6050</td>
<td>Purchase of Used Equipment</td>
</tr>
<tr>
<td>6051</td>
<td>Procurement of Typewriters - Replacement Program</td>
</tr>
<tr>
<td>6052</td>
<td>Procurement of Word Processing Equipment</td>
</tr>
<tr>
<td>6100</td>
<td>How to Prepare a Purchase Requisition</td>
</tr>
<tr>
<td>6107</td>
<td>Lead Time for the Purchase Requisition</td>
</tr>
<tr>
<td>6108</td>
<td>No Substitute Specification</td>
</tr>
<tr>
<td>6109</td>
<td>Routing of Requisitions and Purchase Orders</td>
</tr>
<tr>
<td>6110</td>
<td>Emergency Purchases</td>
</tr>
<tr>
<td>6110.1</td>
<td>Expedite Purchases</td>
</tr>
<tr>
<td>6130</td>
<td>Preparation of Specifications for the Purchase Requisition</td>
</tr>
<tr>
<td>6136</td>
<td>Requisitions: Specification and Quality</td>
</tr>
</tbody>
</table>

13
Determination

6140  College Central Stores

6236  Tie Bids for Purchase
6280  Placement of Advertising with News Media
6300  Authorized Signatures for and Processing of Various Contracts, Agreements for Professional and Technical Services and Lease Agreements
6309  Correspondence with Vendors
6311  Consultants' Services
6350  Contracts for Food, Major Services and Vending Machine Services

6401  Central Receiving Department

6503  Repair of Equipment
6510  Repair of Office Equipment
CHAPTER 7

INSTRUCTIONAL RESOURCES:  MEDIA - PROGRAMS - SERVICES - 
EQUIPMENT - SPECIFICATIONS AND SUPPLIES

SERIES 7000 - 7999

Functional Breakdown

7000-7099  General
7100-7199  Audio-Visual Services
7200-7299  Programs and Medial Presentations
7300-7399  Audio-Visual Equipment (Except Photographic and Television)
7400-7499  Continuation of Audio-Visual Equipment
7500-7599  Photographic Equipment - Accessories, Attachments and Components
7600-7699  Television Equipment - Accessories and Components
7700-7799  Facilities
7800-7899  Unassigned
7900-7999  Computing Resources

* * * * * * * * *

Procedure

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>7010</td>
<td>Purchase of Audio-Visual Supplies and Materials to Support the Instructional Program</td>
</tr>
<tr>
<td>7030</td>
<td>Purchase of Audio-Visual Equipment to Support the Instructional Program</td>
</tr>
<tr>
<td>7040</td>
<td>Audio-Visual Rentals and Previews</td>
</tr>
<tr>
<td>7060</td>
<td>Temporary Custody of Audio-Visual Equipment</td>
</tr>
<tr>
<td>7111</td>
<td>Production of Audio-Visual Presentations for the Instructional Programs</td>
</tr>
<tr>
<td>7112</td>
<td>Requesting Campus Audio-Visual Services</td>
</tr>
<tr>
<td>7114</td>
<td>Production of Ancillary Audio-Visual Materials and Services for the Instructional Program</td>
</tr>
<tr>
<td>7900</td>
<td>Guidelines for Use of Miami-Dade Community College Computing Resources</td>
</tr>
</tbody>
</table>
CHAPTER 8
INSTRUCTION AND CURRICULUM
SERIES 8000 - 8999

Functional Breakdown

8000-8099 General
8100-8199 Curriculum
8200-8299 Textbook and Instruction
8300-8399 Testing and Grading
8400-8499 General Education Programs
  (except Physical Education)
8500-8599 University Parallel Programs
8600-8659 Technical Career Programs
8660-8699 Occupational Education
8700-8799 Allied Health Studies
8800-8899 Special Programs
8900-8999 Physical Education and Intercollegiate Athletics

* * * * * * * * * *

Procedure
Number      Title

8004  Advisory Committees for Workforce Education

8030  Relations with Senior Colleges
8040  Placement Criteria
8050  Class Rolls

8100  Assignment of Course Prefixes and Numbers
8110  Educational Support Activities and Service--ESU's
8141  Admission and Registration
8150  Use of Curriculum Forms
8171  Continuing Education: New Courses - Non-Credit

8200  Textbooks & Instructional Materials (South Campus)
8201  Textbooks & Instructional Materials (Mitchell Wolfson New World Center Campus)
8202  Textbooks & Instructional Materials (North Campus)
8203  Textbooks & Instructional Materials (Medical Center Campus)
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8301</td>
<td>Student Appeal of Grades</td>
</tr>
<tr>
<td>8303</td>
<td>Testing of Students</td>
</tr>
<tr>
<td>8380</td>
<td>Grade Reporting</td>
</tr>
<tr>
<td>8381</td>
<td>Granting and Removing of Incomplete Grades</td>
</tr>
<tr>
<td>8660</td>
<td>Institutional Responsibility for Occupational Education</td>
</tr>
<tr>
<td>8800</td>
<td>Teacher Certification and Adult and Veteran Education</td>
</tr>
<tr>
<td></td>
<td>New Course of Program Approvals</td>
</tr>
<tr>
<td>8881</td>
<td>Out-of-District Study Programs</td>
</tr>
</tbody>
</table>
CHAPTER 9
CAMPUS LIBRARIES AND SERVICES, INNOVATION
LIBRARIES AND STUDY CENTERS

SERIES 9000 – 9999

Functional Breakdown

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>9000-9099</td>
<td>General</td>
</tr>
<tr>
<td>9100-9199</td>
<td>Library Services</td>
</tr>
<tr>
<td>9200-9299</td>
<td>Library Collection</td>
</tr>
<tr>
<td>9300-9399</td>
<td>Library Equipment</td>
</tr>
<tr>
<td>9400-9499</td>
<td>Library Facilities</td>
</tr>
<tr>
<td>9500-9599</td>
<td>Order and Purchase of Periodicals</td>
</tr>
<tr>
<td>9600-9699</td>
<td>Order and Purchase of Books</td>
</tr>
<tr>
<td>9700-9799</td>
<td>Technical Processing</td>
</tr>
<tr>
<td>9800-9899</td>
<td>Innovations Libraries</td>
</tr>
<tr>
<td>9900-9999</td>
<td>Study Centers</td>
</tr>
</tbody>
</table>

Procedure

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>9002</td>
<td>Campus Library's Financial Accountability</td>
</tr>
<tr>
<td>9005</td>
<td>Acquisition of Campus Library Materials</td>
</tr>
<tr>
<td>9100</td>
<td>Library Service Functions</td>
</tr>
<tr>
<td>9120</td>
<td>Library Borrowing Privileges for Students, Faculty, Staff and Special Borrowers</td>
</tr>
<tr>
<td>9121</td>
<td>Library Obligations</td>
</tr>
<tr>
<td>9800</td>
<td>Innovation Center - Facilities and Services</td>
</tr>
</tbody>
</table>