



GUAM PUBLIC LIBRARY SYSTEM
POLICIES AND PROCEDURES

CATEGORY: Incoming Mail, Periodicals / Serials
APPENDIX: #12

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In an effort to have access to past and current information on a variety of topics the library attempts to acquire academic journals, trade and recreational magazines, daily/weekly/monthly newspapers and magazines, newsletters, etc. Serials may be acquired on print, on microfilm, or in electronic formats such as; EBSCO database. Periodicals are non-circulating materials, and are mainly for use in the library.

PROCESSING OF PERIODICALS/NEWSPAPERS:

- On receipt of periodicals/newspaper, record the items/materials received on the Serials Locator Card. Write the title, date, volume number, ISSN, identify if it is a daily, weekly, monthly, or quarterly
- Apply barcode on the cover page, place library ownership stamp on the periodical/newspaper in the front cover, back front, front/back flyleaf, and title page
- Apply tattle-tape (security tape)
- Place the periodical/newspaper in the appropriate shelf in the Reference reading area (Main Branch), for Branch Libraries place materials in their "Incoming-Box"
- File back issues of magazines, journals, etc. in alphabetical order by titles, and chronological (month/year)
- Check missing issues of periodical/serials, torn or rip pages, writings, etc., call other branch libraries for replacement
- Prepare minor repair on loose pages and corners with library mending tape, glue and/or staples
- Identify and prepare back issues of unbound periodicals for storage in acid free boxes, materials are arranged in chronological order, place a label outside of box identifying the, title of the periodical, month and year
- Perform duties related to automated system
- Keep statistics of processed items/materials
- Update Union Serial Listing