

Periodicals/Magazines

In choosing periodicals for purchase, the focus should be on materials that will have appeal to the intended audience. Research needs are addressed by the online databases. Print periodicals will be for recreational reading. It is strongly recommended that print periodicals be circulated and no back issues kept.

Receiving Periodicals

1. Check the appropriate dates as magazines arrive.
 2. Stamp magazines with the school property stamp. (if you have one)
 3. Display magazines.
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Circulating Periodicals

It is strongly recommended that librarians circulate periodicals to students and staff.

Suggestions for circulation are:

1. Barcode protective magazine covers labeled with the title and issue of the magazine or barcode the magazine cover.
2. Add a brief title in OPALS.
3. Checkout for three days.
4. Repeat the process when the next issue arrives.