

**SUBJECT: Collection Development: Journal Retention**

---

**MANUAL: Health Sciences Library Policy & Procedure**

**POLICY: Journal Retention**

**RESPONSIBLE PERSONS: Library Staff**

---

**POLICY**

1. MCHS HSL will retain journal titles depending on their subject area and purpose to support primary scope of MCHS medical and academic needs. In some cases, titles are kept from publisher's volume 1 to the present.
2. Print versions of journal titles will be retained depending upon the scope, archival features, and electronic availability of each individual title.
3. Main MCHS HSL location will be the repository for all print journal titles.
4. Newspapers will be retained for 10 days.
5. The current four issues of magazines that are not related to health sciences will be retained.

**DEVELOPED BY: Library Staff**

**DATE: 1996**

**REVISED BY: Library Staff**

**6/27/14**

**REVIEWED BY: Stevo Roksandic**

**6/27/14**

**APPROVAL FOR IMPLEMENTATION BY:**

*Ann Echele*

**DATE:**

*7/1/14*