

BERTHA BARTLETT PUBLIC LIBRARY  
STORY CITY, IOWA

**MAGAZINE POLICY**

- I. Check In:
  - A. Magazines are stamped with the library identification stamp on the top of the front cover when they arrive at the library. A barcode is added to the front of the magazine.
  - B. Record the issue date on the database.
  - C. The new issue is put in a plastic cover, and is not to circulate. It is placed on the slanted shelves in the magazine display area. Recent back issues are kept on the shelf under the slanted shelf. Older back issues are kept in periodical boxes and stored.
- II. Back issues are filed by years and kept according to the following plan.
  - A. Keep one copy of National Geographic indefinitely
  - B. Keep all magazines listed in Readers ' Guide for 3 years with the exception of:
    - (a) Consumer report
    - (b) Newsweek
    - (c) Popular Mechanics
    - (d) Reader's Digest
      - All others are to be kept for 5 years counting the current year.
  - C. Keep any Iowa magazine indefinitely
    - i. Iowa Heritage illustrated
    - ii. Annals of Iowa
    - iii. Iowan
    - iv. Any other Iowa magazine.
  - D. All other magazines are kept for one year if space is available.
- III. The library will offer a magazine exchange. Withdrawn magazines and magazines patrons donate are offered free to anyone interested. Donated copies should be checked against the library's copies so that missing issues could be replaced.
- IV. Weeding procedure
  - A. Withdraw magazines that are over the time limit.
  - B. Black out library identification
  - C. Clip articles for the vertical file
  - D. Place intact magazines in exchange.

Adopted 1/86  
Revised: 8/01  
Reviewed 1/03  
Updated 10/11  
Reviewed 7/14  
Updated 10/18