

LOCAL NOTES

1. The term “**current**” is used for titles published more frequently than annual.

For example: Retains current 6 months.
 Retains current year.
 Retains current 5 years.

2. The term “**latest**” is used for titles published annually or less frequently.

For example: Retains latest edition.
 Retains latest 3 years.
 Retains latest edition received.

3. Other examples of notes that may reflect variation in a library’s retention policy or indicate methods for updating:

For example: Kept up-to-date by pocket parts.
 Kept up-to-date through [Date].
 Retained in hard copy until microfilm [microfiche, etc]
 received.
 Current issues retained until microfiche received.
 Current issues retained until annual accumulation received.
 Not available for ILL.