

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.7.1.2  
Related Policy: 8.7.1  
Title: Preservation of Library Collections  
Responsibility: Assistant Vice President for Library and Learning Support Services

Original Approval Date: 02-25-1998  
Last Cabinet Review: 11-29-2017  
Last Revision: 11-29-2017

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President

Volumes will be examined as needed, or yearly as part of the preservation process. Damaged or worn volumes will be checked for use and necessity to the collection. If a damaged or worn volume is still in print, a new copy will be ordered from the publisher or jobber.