RELATIONS WITH OTHER LIBRARY DEPARTMENTS

Policy: The staff of the Research Center strives to maintain the preservation standards set by the Society of the American Archivists and adheres to the American Library Association guidelines for standardization.

1. Items which may appear trivial or out-of-date in the general collection are brought to the attention of the Research Center for appraisal before final disposition.

2. The archivist works with the collection development librarian in selecting books for the Louisiana and rare book collections, with the final decision resting with the archivist.

3. Louisiana serials, except those of value in historical research are housed in the general collection.

4. Louisiana documents are sent to the Research Center from the Serials Division for disposition: some are classified by the LC system, others are retained for a specified time and then discarded.