

**OFFICE OF SCIENCE  
STANDARD OPERATING PROCEDURES  
FOR  
LIBRARY JOURNAL AND NEWSPAPER SUBSCRIPTIONS**

The following practices and procedures, as set forth by the Office of Science (SC), are effective October 1, 2002.

Review of Annual Journal Subscription Services

1. Kate Christenson, Germantown Library, will send the annual request for review of directly received journals and newspapers to those individuals whose names appear on the subscriptions.
2. Individual subscription holders will then prepare a memo to Denise Diggin, Director, Library, Copy and Mail Services, indicating whether they would like to continue the subscription. If the subscription is to be continued, the memo must include the appropriate funding information. Brenda Swain, SC-624, is the SC point of contact for Program Direction funding information. The Program Direction and Management Analysis Team Leader (SC-624) must concur in the memo, and a copy of the signed memo must be sent to Penny Racek, SC-624.
3. Signed memorandum should be returned to Kate Christenson.

Contacts

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October 2002