

## **SAM-PURCHASES (Cont.d)**

### **BOOKS AND PUBLICATIONS**

**3691**

(Reviewed 12/12)

Books will be purchased where the greatest discounts can be obtained. Books and periodicals will be circulated rather than purchasing duplicate copies.

Publication subscriptions will be obtained by competitive bidding whenever possible. Subscription lists will be checked to determine the continued need, and unnecessary subscriptions will be eliminated or terminated.