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## CHAPTER 4. Periodical Routing

- 4-1 PERIODICAL COLLECTION. The HUD Library contains more than 2,200 domestic and foreign periodicals dealing with housing and community development. They are shelved alphabetically by title or by issuing organization with those pertaining to law in a separate area. The Library Periodicals List provides title and subject indexing to the collection. The list may also be consulted to select titles for which routing is requested. Copies of the Library Periodicals List are not distributed, but may be consulted in the Headquarters Library.
- 4-2 CURRENT PERIODICALS ROUTED. As current issues of periodicals are received, they are routed to eligible Headquarters staff who have requested them. Only Departmental Division Directors and higher level staff may receive routing. Direct routing is based upon official need and must be initiated through written request to the Library. An annual survey is conducted by the Library to determine the continued need of routees to receive the periodical routing they have requested.

Routees who consistently fail to forward periodical issues promptly will have their names moved to the last place on future routing slips. Routees who find that they are unable to review current periodical issues within the specified routing timeframe should relinquish their places on routing lists and, if justified, obtain a Retained Loan subscription for their office.

The last person on a routing slip is asked to return the issue promptly to be shelved in the Library's periodical collection.