



CIRCULATION OF MATERIALS DESIGNATED AS REFERENCE AND GENERAL COLLECTION NON-CIRCULATING

Reference materials, by their nature, are commonly used to retrieve relatively short, specific pieces of information, rather than to be read cover-to-cover. The primary purpose of having a reference collection is to make such convenient sources of specific information readily available when needed by library patrons and by library personnel assisting patrons and carrying out other library operations. Non-circulating items in the General Collection have been designated as such in order to insure that they are available when needed by library patrons; the majority of these items are reference materials. For these reasons, reference materials and those designated as non-circulating generally do not circulate. There are occasions, however, when faculty and graduate students may need to use these materials outside of the library, in their classroom or in their home department. To satisfy these needs, faculty and graduate students in good standing may check out reference and non-circulating materials for a non-renewable 3-hour checkout period. If an item is not returned within the 3-hour period, the 2-hour reserve fine will apply to both patron groups. Undergraduate students may not checkout these materials.

Drafted by Collection Development Officer. Discussed and approved by Public Services 01/10/06. Approved by LibAdmin 01/24/06. Approved by LAC 02/16/06, Revised by LAC 1/17/19