CIRCULATION LOAN PERIODS BY ITEM TYPE

(Circulation Matrix Policy)

Item Type	*Faculty*	*Staff*	*Graduate Student*	*Undergraduate Student*	*Guest (A)*	*Guest (B)*
BOOKS	150 days	60 days	120 days	28 days	28 days*	21 days
PERIODICALS						
Bound (limit 3)*	5 days	2 days	2 days	LibUseOnly	LibUseOnly	LibUseOnly
Current Issues	Special Permission	Special Permission	Special Permission	LibUseOnly	LibUseOnly	LibUseOnly
Newspapers	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly
REFERENCE MATERIALS						
Reference Books	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly
Reference CDs	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly
Annual Reports*	7 days	7 days	7 days	7 days	LibUseOnly	LibUseOnly
Codes & Standards	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly
NON-BOOK FORMATS						
Videos, DVDs (limit 3)*	7 days	7 days	7 days	7 days	7 days	7 days
Microforms	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly
CDs (limit 5 music CDs)	150 days	60 days	120 days	28 days	14 days	21 days
Kits	150 days	60 days	120 days	28 days	14 days	21days
GOVERNMENT DOCUMENTS						
Atlases	28 days	28 days	28 days	28 days	28 days	28 days
Maps	28 days	28 days	28 days	28 days	28 days	28 days
Pre-1950	150 days	60 days	120 days	28 days	14 days	21 days
Documents	150 days	60 days	120 days	28 days	14 days	21 days
Videos, DVDs (limit 3)**	7 days	7 days	7 days	7 days	7 days	7 days
Microforms	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly	LibUseOnly
CDs	150 days	60 days	120 days	28 days	14 days	21days
Posters	14 days	14 days	14 days	14 days	14 days	14 days
ARCHIVES & SPECIAL COLLECTIONS	RoomUseOnly	RoomUseOnly	RoomUseOnly	RoomUseOnly	RoomUseOnly	RoomUseOnly
**Renewals not available*						
***Renewals available upon request*						
						revised 9/2009