

RPPM 16

NON-CIRCULATING AND CIRCULATING REFERENCE MATERIALS AND GOVERNMENT PUBLICATIONS (Updated 6/8/09)

Policy

1. In general, reference materials may be checked out to LSU graduate students, faculty and staff holding a valid LSU ID card. T-card holders will not be eligible to check out reference materials.
2. All materials in the regular reference stacks are available for circulation. Compact discs such as Compact SEC are also available for circulation.
3. Non-circulating reference and government publications include:
 - * Titles kept at the Reference Desk: Ready reference/ID required and ready reference titles shelved behind the desk
 - * Titles shelved in the Government Documents reference section
 - * The Sadtler Collection
4. Materials are allowed to circulate for three days and may be renewed by the patron online for an additional three days. The materials must be returned to the Middleton Library Reference Desk before the six-day period expires.
5. Any extended checkout period will have to be pre-approved by the Head, Reference Services or the Assistant Reference Coordinator. As a general rule however, books may not circulate for a full semester.
6. Students may check out materials to be used by faculty members if the faculty member has a letter on file with the Circulation Department confirming this. Consult the Head of Circulation for further details.
7. Exceptions to the policies may be made by the Head, Reference Services or the Assistant Reference Coordinator.