

## Unicorn: Policies: Item Type

Note: Delivered policies are *italicized*.

Name	Description	Usage Notes
ARCH-MSS	Archive/Manuscript	Unpublished materials only
AV	<i>Audio-visual</i>	Use for audio cassettes, audio CDs, direct access computer files (CD-ROM & DVD-ROM), film, kits, realia, videocassettes, video laser discs, and DVDs.
AV-EQUIP	<i>Audio-visual equipment</i>	
AV-NCIRC	Audio-visual non-circulation (overridable)	
BOOK	<i>Book</i>	
BOOK-NCIRC	Book non-circulating (overridable)	
BOOKTRUCK	Booktruck	
CARREL	Study Carrel	
GRAPHIC	Posters, Pictures, Artwork, etc.	
KEY	Key	
LAPTOP	Staff Use laptop computer	Do not use for public use laptop computers
LAPTOPCARD	Wireless card for use with laptop	
LAPTOPPUB	Public use laptop computer	
MAP	Map	
MAP-DEP	Depository Map collection	
MAP-NCIRC	Map non-circulating (overridable)	
MICROFORM	<i>Microform</i>	
MICRONCIRC	Microform non-circulating (overridable)	
MICROSCOPE	Microscope	
MSET	Music set	
NEW-BOOK	<i>New books</i>	Do not use
NEWSPAPER	<i>Newspaper</i>	Do not use
NONCIRC-Y	<i>Noncirculating (overridable)</i>	Do not use
ONLINE	Online electronic resource	Use for any remotely accessed online resource
PERM-RESV	Permanent Reserve	Currently used by DESIGN and VETMED
REFERENCE	Reference Material	Use for reference material
ROOM	Room	
SCORE	Music score	
SERIAL	Serial	Bound serials
SERIAL-U	Unbound Serial	
SERL-NCIRC	Serial Non-Circulating	
UNKNOWN	<i>Unknown</i>	Do not use
YP	Young People's Collection	