



**Policy for Circulating Non-Book Materials
Government Documents Collection
Mary & John Gray Library
Effective June 1, 2000
Revised December 2005**

Note: All formats of Census Bureau publications are non-circulating. All items may be circulated through interlibrary loan.

CD-ROM titles (Item code DOCS_CD)

Staff and Faculty 7 day circulation period (renewable)
Fine: n/a
Replacement cost: cost of CD-ROM plus \$20 if lost or damaged
Limit of 2

All others 7 day circulation period (renewable)
Fine: \$1.00 per day
Replacement cost: cost of CD-ROM plus \$20 if lost or damaged
Limit of 2

DVD titles (Item code DOCS_DVD)

Staff and Faculty 7 day circulation period (renewable)
Fine: n/a
Replacement cost: cost of DVD plus \$20 if lost or damaged
Limit of 2

All others 7 day circulation period (renewable)
Fine: \$1.00 per day
Replacement cost: cost of DVD plus \$20 if lost or damaged
Limit of 2

Video titles (Item codes DOCS_VIDEO and DOC_TX_VID)

Staff and Faculty 3 day circulation period (renewable)
Fine: n/a
Replacement cost: cost of video plus \$50 if lost or damaged
Limit of 2

All others 3 day circulation period (renewable)
Fine: \$1.00 per day
Replacement cost: cost of video plus \$50 if lost or damaged
Limit of 2

Kits (Item code DOCS_KIT)

Staff and Faculty 3 day circulation period (renewable)
Fine: n/a
Replacement cost: cost of Kit plus \$20 if lost or damaged
Limit of 2

All others 3 day circulation period (renewable)
Fine: \$1.00 per day
Replacement cost: cost of kit plus \$20 if lost or damaged
Limit of 2

Posters (Item Code DOC_POSTER)

Staff and Faculty 3 day circulation period (renewable)
Fine: n/a
Replacement cost: cost of poster plus \$20 if lost or damaged
Limit of 2

All others 3 day circulation period (renewable)
Fine: \$.25 cents per day
Replacement cost: cost of poster plus \$20 if lost or damaged
Limit of 2

Maps (Item Code DOCS_MAP)

Staff and Faculty 90 day circulation period (renewable)
Fine: n/a
Replacement cost: cost of map plus \$20 if lost or damaged
Limit of 10

All others 21 day circulation period (renewable)
Fine: \$.25 cents per day
Replacement cost: cost of map plus \$20 if lost or damaged
Limit of 10

Returning items:

To prevent damage please **do not** return videos, DVD or CDs in the book drop. Give them to a library staff member at the Circulation Desk.

Please Note: Gray Library will not provide technical support. Government software is designed to install and run on its own.

Policy created by Theresa L. Storey, Documents/Reference Services Librarian
Approved by the Library Management Committee February 2006.