Circulation Policy for Non-Circulating Government Documents

Non-circulating materials in Government Documents include reference and legal materials, government periodicals, census publications, income tax publications, microform materials, rare or brittle books and maps, and any other publications that have a non-circulating stamp or non-circulating location code. **Non-circulating materials may be checked out to a user who has extraordinary circumstances that require use of these materials outside the library in accordance with the following policy:**

- Authorization to check-out non-circulating materials from the Government Documents Collection resides with any of the reference librarians. A graduate assistant should refer a request to any reference librarian. If there are any questions regarding the suitability of checking out government publications, please consult with the government documents librarian.

- A potential borrower’s request must be carefully considered.
  (a) **Some examples which support check-out include:**
    - departmental copying
    - books or materials that are not strictly reference that may require an overnight or weekend check-out
    - Census materials, particularly data sets, which may require overnight or weekend check-out for statistical purposes
    - books or materials to be used in classroom presentations
  (b) **What cannot be checked out:**
    - heavily used materials
    - legal materials
    - non-circulating items that are available electronically
    - serial publications and parts of sets
    - rare, out of print or irreplaceable items
    - items currently being used for an assignment

- Non-circulating documents materials can only be checked out to currently registered students, faculty, and staff. A valid USF ID must be presented.

- The loan period for non-circulating documents materials should be based on the patron’s need, but should not exceed a period of three days.

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