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.