



**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.