

AUTHORIZATION FOR SPECIAL LOAN OF NON-CIRCULATING MATERIALS (Rev. 03/16/09)

Authorization is given to lend this material for:

1 day (also known as *same day*): _____ 3 days: _____ Other: _____

Title: _____

Issue/Volume: _____

Item Barcode: _____ Call Number: _____

Reason for exception: _____

Borrowed by [please type patron name]: _____

Library card no: _____ User Category: _____

PLEASE NOTE: *If this material is not returned on time, you will be charged the replacement cost (minimum: \$50.00)*

Signature of borrower: _____ Date: _____

Signature of authorizing librarian: _____ Date: _____

Circulation of Reference Materials, Periodicals, East Asian Reference Collection and Government Information

1. Items in the Reference and Periodical collections are non-circulating. This ensures that the material is available all hours that the library is open.

a. Persons desiring to check out a non-circulating title must get an "Authorization for Special Loan of Non-Circulating Materials" form signed by a Reference Desk staff member (usually the person on duty at the Reference Desk). The form is available in the file drawer at the Desk containing forms.

b. Materials are circulated only in accordance with these guidelines. Exceptions are only made for UCI faculty, students, and staff with the following circumstances:

- (i) The material is needed for a classroom presentation.
- (ii) The user wants to make a copy and needs to take the material elsewhere to do it because normal photocopying won't suffice (e.g. slide, photograph, cost).
- (iii) There is more than one copy or edition.

c. The Reference Desk staff member should determine the minimum loan period necessary based on the guidelines on the form. If the use is for Interlibrary Loan, a reasonable loan period shall be determined by the appropriate subject librarian.

d. Once a Reference Desk staff member has authorized the exception, the form is placed in the volume and the user will take it to the Loan Desk for check-out.

2. East Asian Reference Collection

a. Only UCI faculty and graduate students can check out non-circulating material from the East Asian Collection. Fill out all that you can on the "Authorization for Special Loan of Non-Circulating Materials" form. Either the patron can write in the title or the space can be left blank. Anyone other than UCI Faculty and graduate students asking to check out non-circulating material should be directed to the East Asian Librarian.

3. Circulation of Government Information materials

a. For non-circulating U.S and California government publications, follow the above instructions.

b. For non-circulating Orange County documents and any uncataloged government material, contact a Government Information librarian for assistance. If the librarian is not available, put material on the Reference hold shelf and give the patron the librarian's business card.

4. Circulation of Microforms

a. Microforms (microfilm, microfiche, or microprint) do not circulate except for Interlibrary Loan.

b. Exceptions to this policy may be made only by the Reference Department Head, Reference Unit Head or subject bibliographer.