

Circulation Policy – Government Documents Collections

Many government documents are interfiled with other University Library collections. Those publications circulate in the same way as the other non-governmental publications with which they are shelved, according to standard University Library loan periods and policies.

There are several special collections of government publications located on the second floor of the library:

- Federal government print collection
- Louisiana print collection
- Government documents oversize materials
- Federal and Louisiana maps, posters, etc., in the Map Case
- Federal government publications on microfiche, Media Services
- Federal and Louisiana pamphlet file materials, Media Services
- Materials in Government Documents Office

The circulations policy for each of these collections is as follows:

Federal & Louisiana Print Collections & Government Documents Oversize Materials

Most of these publications, shelved in the northwest quarter of the 2nd floor, may be checked out to ULM students, faculty, and staff, and to other borrowers with courtesy or LALINC cards. Standard loan periods and policies apply, including fines and recalls. Some items in the federal and Louisiana collections do not circulate. (See Exceptions to circulation policy below.)

If the item you want to check out does not fall under the exceptions below (or you are not sure), but the item does not have a barcode, take it to the government publications office, Room 210 (inside Media Services) during the hours when that office is open. Staff will be able to add the barcode, if the item is allowed to circulate.

If the government publications office is not open, take the item to the circulation desk. Unless it falls within the exceptions listed below, staff will barcode the item, photocopy the cover and barcode of the item, and photocopy your ULM identification card and check it out to you.

Federal Government Publications on Microfiche, Media Services

The federal documents on microfiche are located in the northwest corner of Media Services, Room 205. Microfiche does not circulate, and must be viewed in Media Services. Ask for assistance at the Government Publications office or Media Services Counter.

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Pamphlet File Materials, Media Services

Pamphlets and ephemeral materials are located in filing cabinets located inside Media Services, next to the Government Publications office. Many of these items have not yet been cataloged. Ask for assistance in locating these documents from the Government Publications staff, at the Media Services counter, or at the 1st Floor Reference Desk. Most of these items do not circulate; exceptions to allow specific documents to check out may be made only by the Government Publications staff. Generally, publications of 15 or fewer pages will not be allowed to circulate under any circumstances.

Pamphlets and other publications may be removed from Media Services for purposes of photocopying or reading; the documents should be returned to the table next to the file cabinets for staff to re-file.

Government Publications Office Materials, ULIB 210

Items housed in the Government Publications Office are reference materials which do not circulate. Patrons needing to consult the materials may use them during hours that the office is open.

Exceptions

The following federal and Louisiana government publications **do not circulate**:

1. Publications of 15 pages or less
2. Maps, posters, and other items kept in the Map Case
3. Publications stamped "In Library Use Only"
4. Volumes with a publication date of 1910 or earlier.