

## **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 three special collections of government publications located on the second floor of the library.

### ***Federal Government Publications, 2<sup>nd</sup> Floor***

Most of these publications, shelved in the northwest quarter of the 2<sup>nd</sup> floor, may be checked out to students, faculty, staff, and other borrowers with courtesy or LALINC cards. Standard loan periods and policies apply, including fines and recalls.

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

1. Publications of 15 or fewer pages
2. Maps
3. Publications stamped “In Library Use Only”
4. Volumes with a publication date of 1910 or earlier.

### ***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.

### ***State of Louisiana Publications, Media Services***

Non-circulating State of Louisiana publications are located in filing cabinets located inside Media Services, next to the Government Publications office. These items do not circulate; exceptions to allow specific documents to check out may be made only by the Government Publications staff. Louisiana 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.