

Prescott Memorial Library
Government Documents Department

Circulation Policy

As a designated Federal Depository library, Prescott Memorial Library is required by law to provide free public access to materials in the depository collections. However, federal government documents can be circulated to faculty, staff, students, and Courtesy Card holders.

Any barcoded book, video, Congressional Hearing, or pamphlet can circulate for 21 days. With the exceptions listed below.

If the item does not have a bar code, give the item to the Bibliographic Management department with the name of the patron. The patron will be able to check the item out on the following day excluding weekends.

The following documents **CAN NOT** be checked out:

- Documents from the Reference Collection
- Soil Surveys (A 57.38/)
- Serials Set (Y 1.1)
- Census
- Maps
- Microfiche
- Forms (example IRS)
- Books/Serials published before 1910
- **All Louisiana State Documents**

Reference Librarians may circulate these materials from the Reference Desk at their discretion to Tech Faculty, except for the Serials Set.

Bound and unbound serials will be checked out to Tech Faculty and graduate students following Prescott Library's Periodical Circulation policy.

- Bound periodicals may be checked out for three (3) days by faculty and graduate students through regular checkout procedures at the Circulation Desk.
- Unbound periodicals may be checked out by faculty according to the following specifications:
 - A maximum of five (5) loose periodicals may be checked out for up to two (2) hours.
 - Initial checkout is performed at the 3rd floor Information Desk, Monday-Friday from 7:30 am to 3:00 pm.
 - Final checkout is required at Circulation Desk on the main floor before leaving Library.

Circulating documents may also be sent out to Interlibrary loan.

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