

Joyner Library Procedure Manual

300.10.60

Subject: Circulation Procedures: Reference Collection

Title: Reference Collection

Operational Procedure - Date Adopted

by the Library Services Faculty: April 7, 1987

Administrative Procedure - Date

Issued by Administration:

Date Revised: October 13, 2011

The purpose of the Reference Collection is to make available those materials which are designed for consultation.

Materials in the general Reference Collection generally do not circulate; however, a reference librarian may give an East Carolina University student, faculty member, or staff member special permission to borrow reference materials for 24 hours under certain circumstances, e.g., to take to class, to take elsewhere on campus for photo duplication, or to take off-campus to make color or oversize copies.

Written permission to borrow must first be secured at the Reference Desk. Material is then checked out and returned at the Joyner Library Circulation Desk and may not be placed in library drop boxes.