

Highline Community College Library
Operational Policy and Procedures

Circulation of Reference Materials

Objective:

To support the research needs of library users by providing immediate on-site access to reference materials.

Policy:

Reference materials are non-circulating. In some instances, however, they may circulate for brief periods with the permission of a reference librarian. This permission can be given under two circumstances:

1. A student or a faculty or staff member needs to make a color copy or scan an image from the material for class or instruction-related purposes
2. A student or a faculty or staff member needs to use it for demonstration purposes in a class.

When one of these criteria is met, the library may receive permission, at the discretion of the librarian on duty, to borrow the material for a short time – usually 2-3 hours at most.

Procedure:

- The library user is directed to the reference librarian on duty to ask for permission to borrow the item.
- The librarian makes a judgment based on the user's need and the likely in-house demand for the item.
- The librarian negotiates with the requestor to determine the shortest loan period necessary to meet the need.
- If the librarian approves the loan, s/he notifies the circulation department and indicates the length of the loan (usually 2-3 hours).
- The librarian follows up with an email to the reference department letting the rest of the staff know that the item is temporarily missing from the collection and when it is expected to return.
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Key Department: **Library Reference Services**

Key Person: Dana Franks, **Faculty Librarian**

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