

## Northern Illinois University Libraries Circulation Loan Policies

COLLECTION TYPE	LOAN PERIODS by Borrower Category**						RENEWALS ALLOWED by Category	CHECKOUT LOCATION
	1 Faculty/SPS/ Instructor/ Retiree	2 Staff/ Retiree	3 Honors UG/ Grad	4 UG	5 Courtesy Card/ Alum	6 Friends of the Library		
<b>BOOKS (Dewey Classified)</b>	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks	Yes	Circulation/Reserves Desk - FML
<b>BOOKS (LC Classified)</b>								
Faraday Library	16 weeks	16 weeks	16 weeks	4 weeks	4 weeks	16 weeks	Yes	Faraday Library Service Desk
Government Publications	16 weeks	16 weeks	16 weeks	4 weeks	4 weeks	16 weeks	Yes	Circulation/Reserves Desk - FML
Main Library - FML	16 weeks	16 weeks	16 weeks	4 weeks	4 weeks	16 weeks	Yes	Circulation/Reserves Desk - FML
Music Library (Except M1 - M3)	16 weeks	16 weeks	16 weeks	4 weeks	4 weeks	16 weeks	Yes	Music Library Service Desk
Oversized Books	16 weeks	16 weeks	16 weeks	4 weeks	4 weeks	16 weeks	Yes	Circulation/Reserves Desk - FML
Southeast Asian Collection	16 weeks	16 weeks	16 weeks	4 weeks	4 weeks	16 weeks	Yes	Circulation/Reserves Desk - FML
Selected Official Govt. Publications	BUO	BUO	BUO	BUO	BUO	BUO	No	
<b>NON-BOOK FORMATS</b>								
16mm Films	Spec Perm	Spec Perm	Spec Perm	Spec Perm	Spec Perm	Spec Perm	No	
Audio Books (FIX)	4 weeks	4 weeks	4 weeks	4 weeks	4 weeks	4 weeks	Yes	Circulation/Reserves Desk - FML
Cassettes/CDs/ComFiles (STX)	4 weeks	4 weeks	4 weeks	4 weeks	4 weeks	4 weeks	Yes	Circulation/Reserves Desk - FML
Kits	4 weeks	4 weeks	4 weeks	4 weeks	4 weeks	4 weeks	No	Circulation/Reserves Desk - FML
Maps/Travel Pamphlets	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks	Yes	Circulation/Reserves Desk - FML
<b>Music Library</b>								
CDs/DVDs	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks	Yes	Music Library Service Desk
Cassettes	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks	Yes	Music Library Service Desk
Music Scores (Except M1 - M3)	16 weeks	16 weeks	16 weeks	4 weeks	4 weeks	16 weeks	Yes	Music Library Service Desk
Music Scores (M1 - M3)	3 days	3 days	3 days	BUO	BUO	3 days	No	Music Library Service Desk
Phonograph Records	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks	Yes	Music Library Service Desk
Videos--VHS & DVD (FIX)	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks	Yes <b>1 renew</b>	Circulation/Reserves Desk - FML
<b>GOVERNMENT PUBLICATIONS</b>								
Circulating Documents	16 weeks	16 weeks	16 weeks	4 weeks	4 weeks	16 weeks	Yes	Circulation/Reserves Desk - FML
Non-Circulating Documents	BUO	BUO	BUO	BUO	BUO	BUO	No	
GovPubs Pamphlet File	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks	Yes	Circulation/Reserves Desk - FML
GovPubs Electronic Format	4 weeks	4 weeks	4 weeks	4 weeks	4 weeks	4 weeks	Yes	Circulation/Reserves Desk - FML
<b>INTERLIBRARY LOAN</b>	See IDS Policy				NO	See IDS		
<b>MICROFORMS</b>	Spec Perm	Spec Perm	Spec Perm	Spec Perm	Spec Perm	Spec Perm	No	
<b>PERIODICALS (any location)</b>								
Bound Volumes	4 days	BUO	BUO	BUO	BUO	BUO	No	site's Circulation Desk
Current Issues	4 days	BUO	BUO	BUO	BUO	BUO	No	site's Circulation Desk
<b>RARE BOOKS &amp; SPECIAL COLLECTIONS</b>	Usually these items are for room use only. Please consult the librarian in charge for other arrangements.							
<b>REFERENCE COLLECTIONS</b>								
Reference Books	Spec Perm	Spec Perm	Spec Perm	Spec Perm	Spec Perm	Spec Perm	No	
<b>RESERVES</b>	Items circulate under loan categories as follows: BUO, 1 day, 3 days, 1 week. Please consult NIU Libraries Reserves Services Policies.							
<b>SPECIAL LOANS</b>	Rearrangement with the appropriate librarian can be made for the possible loan of any materials not listed.							

**BUO** = Building Use Only

**IDS** = Information Delivery Services Department

\*\* For Visiting Scholars, see: [http://www.ulib.niu.edu/aboutus/050.VisitingScholars\(9-09\).pdf](http://www.ulib.niu.edu/aboutus/050.VisitingScholars(9-09).pdf)

\*\* Honor UG students have the same circulation policies as graduate students

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