

ITEM TYPES

ITEM TYPE	MATERIAL	U/G/F LOAN PERIOD
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Main and Science Library Item Types

Book	Books Non-periodical serials Government Documents Music scores and parts Accompanying media that reside at CIRC desk IPC Stand-alone software	28/56/180
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Microforms	Microfilm	14/14/14
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Periodical	Bound periodicals (Including Government Documents)	0/7/7day
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Special Permission	Reference material Fine Arts Restrict Non circulating materials/stacks M2s and M3s Census Material (C3 and C56) Special Holdings/Science Current Periodicals Data Services LPs/CDs/tapes Videos/laser discs/interactive multimedia Peabody Collection (copies) GA Room CD-ROMs/magnetic tapes (Data Services) Office copies Text accompanying microforms where text goes to Mic Area Reading Rooms	0/0/0
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Non-Circulating	Items to be added manually	0/0/0
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Leisure	Leisure reading/reading for pleasure	14/14/14
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PBS Video	PBS Video	3/3/3
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Book Default	GAXBP holdlib or anything that does not fit into the Pre-defined categories	0/0/0
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Map Room Item Types

Maps	Maps	14/14/14
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	Air Photos	
Special Permission	Reference material – Map Room Digital data – Map Room Atlases – Map Room Office copies	0/0/0
Book Default	GAXBP holdlib or anything that does not fit into the predefined categories	0/0/0

Special Collections Item Types

Special Collections	Rare books Manuscripts Russell Library Peabody Collection (originals) Office copies	default 0 (noncirc)
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Curriculum Materials Center Item Types

Book	Books IPC	28/56/180
Non-book	Video CD ROM Kits Games Transparencies Teaching devices Audio cassettes Computer programs Big Books	7/7/7
Curriculum	Curriculum materials Posters	14/14/14
Special Permission	Current periodicals Reference material Office copies	0/0/0
Periodical	Bound Periodical	0/3hr/3day
Standardized Tests	Tests	3/3/3
Book Default	GAXBP holdlib or anything that does not fit into a predefined category	

Music Library Item Types

Book	Books Non-periodical serials Music scores and parts Accompanying media that reside at the CIRC desk	28/56/180
Periodical	Bound Periodicals	0/3 hr/3 day
Special Permission	Music reference material Music Library Restrict M2s and M3s Non circulating materials/stack Current Periodicals Office copies	0/0/0
Circulating Media	Videos (VHS, Laserdisc, DVD, etc.) LPs/CDs/cassettes/CD-ROMs/Computer programs	2hr/2hr/14days
Book Default	GAXBP holdlib or anything that does not fit into a predefined category	

Main/Science and Music Library item types /temporary item type

Limited Circulation	Items to be added manually	7/7/7
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Reserves Item Types – Main Library item types and temporary item types

2-hour CR	2 hour	2/2/2
1 day CR	1 day	1/1/1
3 day CR	3 day	3/3/3
7 day CR	7 day	7/7/7
3-hour LT (laptop)	3 hour	3/3/3

Reserves Item Types – Science Library item types and temporary item types

2-hour CR	2 hour	2/2/2
1 day CR	1 day	1/1/1
3 day CR	3 day	3/3/3

7 day CR	7 day	7/7/7
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3-hour LT (laptop)	3 hour	3/3/3
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Reserves Item Types – CMC item types and temporary item types

2-hour CR	2 hour	2/2/2
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1 day CR	1 day	1/1/1
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3 day CR	3 day	3/3/3
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7 day CR	7 day	7/7/7
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Reserves Item Types –Music Library item types and temporary item types

2-hour CR	2 hour	2/2/2
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1 day CR	1 day	1/1/1
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3 day CR	3 day	3/3/3
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7 day CR	7 day	7/7/7
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Deleted from Main/Sci per Debbie McAnallen's conversation with Cilla Hawks-Bradley 2/27/2004

Circulating Media	Videos/CD-ROMs	0/7/7
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Deleted from CMC per Debbie McAnallen and Nancy Brown 3/08/2004

Microforms	all formats	
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Updated by Claire Colombo:

Rev 06/21/2000

Rev 05/20/2003

Rev 02/21/2004

Rev 02/27/2004

Rev 03/02/2004

Rev 03/08/2004

Rev 06/09/2005

Rev 11/02/2005