

## ITEM TYPES

ITEM TYPE	MATERIAL	U/G/F LOAN PERIOD
<b>Main and Science Library Item Types</b>		
Book	Books Non-periodical serials Government Documents Music scores and parts Accompanying media that reside at CIRC desk IPC <b>Stand-alone software</b>	28/56/180
Microforms	Microfilm	14/14/14
Periodical	Bound periodicals (Including Government Documents)	0/7/7day
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
<b>Non-Circulating</b>	<b>Items to be added manually</b>	<b>0/0/0</b>
Leisure	Leisure reading/reading for pleasure	14/14/14
Media 3-day	Circulating materials in Media collection	3/3/7
<b>Book Default</b>	<b>GAXBP holdlib or anything that does not fit into the Pre-defined categories</b>	<b>0/0/0</b>

### Map Room Item Types

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

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**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 Library 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
<b>Book Default</b>	<b>GAXBP holdlib or anything that does not fit into a predefined category</b>	

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**Music Library Item Types**

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

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

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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**

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2 hour CR	2 hour	2hr/2hr/2hr
4 hour CR	4 hour	4hr/4hr/4hr
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	3hr/3hr/3hr

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**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



**Rev 11/02/2005**  
**Rev 8/27/2007 tjf**  
**Rev 1/15/2009 tjf**  
**Rev 1/26/2009 tjf**