

## **SPECIAL PERMISSION PROCEDURES FOR BORROWING MATERIALS FROM THE EAST ASIAN LIBRARY**

When faculty and/or students request authorization to borrow non-circulating materials (periodicals, uncataloged books, feature films, and reference materials) the following guidelines and procedures should be followed:

1. Current unbound periodicals are not circulated. Bound periodicals, reference books and uncataloged materials can be circulated by special permission from the bibliographers or the public services librarian. The bibliographers or the public services librarian determines the loan period for special permission material. Usually the borrowing period will not be more than one week. Other librarians can sign special permissions if none of the designated librarians is available.
2. The librarian should fill out the peach colored wrapper, if he/she has determined that the item may be borrowed, and should seal the wrapper on the cover of the item. All materials checked out with special permission must be charged to the patron's ID at the Lending Desk of Hillman Library.
3. The maximum quantity of special permission materials is **three** items at one time.
4. All materials are subject to recall immediately. When materials **are** recalled the loan period might be shortened.
5. All materials should be returned to the Lending Desk of the Hillman Library by due date. The materials then should be sensitized and be sent to the room indicated on the wrapper by the people who work at the Lending Desk.