

## Joyner Library Procedure Manual

300.10.80

**Subject:** North Carolina Collection – Closed Stacks Materials

**Title:** NC Collection – Closed Stacks Materials

**Operational Procedure - Date Adopted by the Library Services Faculty:** May 5, 1994

**Administrative Procedure - Date Issued by Administration:**

**Date Revised:** February 3, 2005

Materials housed in the Closed Stacks of the North Carolina Collection are available for use in the North Carolina Collection Reading Room during normal operating hours. Patrons must fill out a call slip for use of these materials and submit it and a valid form of photographic identification (such as an ECU One Card or driver's license) to whomever is working at the service desk. Materials in the Rare and Roberts collections may not be photocopied. Other materials in the Closed Stacks may be photocopied at the discretion of departmental staff members if doing so would not damage the items.

### SAMPLE

<b>Verona Joyner Langford</b>		
<b>North Carolina Collection</b>		
<b>Type Of Material :</b>		
<input type="checkbox"/> Newspapers	<input type="checkbox"/> Clipping File	<input type="checkbox"/> Broad­sides
<input type="checkbox"/> Maps	<input type="checkbox"/> Roberts	<input type="checkbox"/> Rare
<input type="checkbox"/> Vertical File	<input type="checkbox"/> Prints	<input type="checkbox"/> Other_____
<input type="checkbox"/> Microform	<input type="checkbox"/> CDs	_____

**Call No./Description:**

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Remove from NCC to use elsewhere in Joyner?

Yes  No

Patron Name:

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Telephone:

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E-mail/Postal Address:

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**Staff Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_