

Joyner Library Procedure Manual

300.10.85

Subject: Interlibrary Services: North Carolina Collection

Title: NC Collection – Interlibrary Lending

Operational Procedure - Date Adopted by the Library Services Faculty: February 3, 2005

Administrative Procedure - Date Issued by Administration:

Date Revised:

PRINT RESOURCES

Monographic titles in the North Carolina Collection Stacks may be borrowed based on the same guidelines applied to books in the General Circulating Collection.

Serials and non-circulating materials, including those in the Reference Collection and Closed Stacks (rare books, Roberts Collection, broadsides, maps, and prints) may not be borrowed.

MICROFORMS

Only cataloged materials (newspapers, periodicals, monographs, and archival collections) that can be verified in the online catalog may be borrowed.

Exceptions:

Greenville/Pitt County newspapers, including *Bethel Post*, *Carolina Home and Farm*, *Daily Reflector*, *Eastern Reflector*, *Farmville Enterprise*, *Greenville News-Leader*, *Greenville Times*, *King's Weekly* and M-Voice

Newspapers in microfiche format (*Raleigh Carolinian*)

Newspaper indexes, including the index to the *Raleigh News and Observer*

Pitt County reel of Sanborn Insurance Company maps

North Carolina Depository Microfiche

Films needed for class assignments or for research by faculty or students (as these needs arise, the North Carolina Collection will apprise Interlibrary Services)

Films that may not be borrowed will be stamped as non-circulating. These include, in addition to the above:

County records

Census records

Lending period: four weeks from date film is mailed; no renewals.

Maximum number of reels per requesting patron: four.

Microfiche of state documents or newspapers will be duplicated by Interlibrary Services and the originals returned to the North Carolina Collection.