

LUNAR AND PLANETARY LABORATORY LIBRARY (LPL LIBRARY)

Library Circulation Policies & Procedures

Borrowers

Eligible Borrowers with One-Semester Checkout Privileges

Faculty, staff, and graduate students from LPL, Steward Observatory, KPNO, and the Planetary Sciences Institute.

Other Users with Limited Checkout Privileges

- Undergraduate astronomy majors and other members of the U of AZ community may use the library's collection but may not check out any items.
- Exceptions may be made under special circumstances with permission of librarian. Borrower's address, email address, and phone number must be provided.

Non-Circulating Materials

A small portion of the LPL collection is non-circulating and specified as library use only. These materials are located in Reference and Reserve sections. Non-circulating Reference materials may be removed from the physical library for a short time for photocopying only.

Check-out Procedures

General Materials

- Please sign out all materials when borrowing from the LPL Library.
- PRINT your name on the book card and, if you are a new borrower, provide either an email address and/or your office number. Enter the current date by your name and place the card in the checkout card box.
- If an item has no check-out card, use one of the salmon check-out cards located in the checkout card box. Fill out the card with the title, author, and volume number. Provide name and, if you are a new borrowers, either an email address and/or your office number. Enter the current date and place the card in the checkout card box.
- Borrowers are responsible for materials checked out under their name. A third party lending of library materials is prohibited unless the library checkout card has been properly transferred.

Special Materials

- *Journals*: Only the most recent journal issue may be checked out for overnight use after 5:00 pm and returned by 9:00 am the next day. All other journals as well as the annual reviews can be checked out for 3 days.
- *Class Reserve*: Materials may be checked out for overnight use only after 5:00 pm and returned by 9:00 am the next day.

Returns and Recalls

Returns

Please return materials to the shelf below checkout table, both books and journals used in the library or those checked out.

Recall

Books from the collection are subject to recall on short notice. If any item is recalled and you are out of town, we would expect to locate it in your office. Removal of books from campus offices is strongly discouraged.

Lost Materials

Borrowers must replace lost books. Replacement is done by either purchasing a replacement copy or paying the LPL Library for replacement costs. If a lost item is out of print, the borrower may either pay the original cost of the book or provide a relevant book on the same or similar subject.