

Type and Policy Matrix

Item types can be assigned by Cataloging and Metadata Services and the Circulation staff in Fondren Library or its satellite libraries (Business and Digital Media Commons)

Click on the Header row to sort this table

Item Type	Description	Material Type	Circulation Policy	Location	Assigned By
1DAY			1 Day		Circulation
VIDEO GAME	Circulating video games located in the DMC.		2 Hours		Circulation
VIDEO TAPE1	All VHS ? except feature films and specifically designated tapes		1 Week		Circulation
VIDEO TAPE2	Feature films (PN1997) and specifically designated tapes		2 Hours	RESERVE	
VIDEO TAPE2	Feature films (PN1997) and specifically designated tapes		3 Days	CIRC-DESK	
VIDEO DISC1	All except feature films and specifically designated tapes---circulates for 1 week	Book	3 Days		
VIDEO DISC2	Feature films (PN1997) and specifically designated tapes---in CIRC-DESK location circulate for 3 days		4 Hours		
VIDEO GAME	Circulating video games located in the DMC.				
VIDEO TAPE1	All except feature films and specifically designated tapes---circulates for 1 week	Book			
VIDEO TAPE2	Feature films (PN1997) and specifically designated tapes---in RESERVE location circulate for 2 hours; at CIRC-DESK circulates for 3 days.	Book		STACKS	
ZZDVD				GOV-MAPS	
ZZDVD-S					
ZZREF-DVD				DMC	
BOOK	Circulating monographs and serials published fewer than three times per year, except ART-BOOKs and SERIALS in ART or MUSIC locations.	Book			
BOOK-CD	Textual material that accompanies a CD	Book			
BOOK-CD-R	Book (separate guide or manual) accompanying CD-ROM				
BOOK-CDRL	Book accompanying CD-ROM in Digital Media Commons (DMC) with limited circulation.	Book		DMC	
BOOK-DVD1	Textual material that accompanies a DVD with the item type DVD-VIDEO1				
BOOK-DVD2	Textual material that accompanies a DVD with the item type DVD-VIDEO2				
BOOK-LTD	Book in Digital Media Commons (DMC); limited circulation.			DMC	
CASSETTE	Audiocassette (write call number on textual insert/guide and on white flag)				
CASSETTE-B	Cassette accompanies book or score (see Mixed Media procedures).				
CD	Audio compact disc. Write call number on textual insert and on white flag	CD			
CD-B	CD accompanies book and has same circ. period as book (see Mixed Media procedures)	CD			
CD-ROM	Circulating CD-ROMs including serials.	CDROM			
CD-ROM-B	CD-ROM accompanies book and has same circ. period as book (see Mixed Media procedures)	CDROM in Book			
CD-ROM-BL	CD-ROM accompanies book in Digital Media Commons (DMC); limited circ.	CDROM in book			

CD-ROM-LTD	CD-ROM is in Digital Media Commons (DMC); limited circulation.	CDROM		DMC	
CD-ROM-S	CD-ROM is part of serial subscription; location = RESERVE; 2-hr loan period	CD	2 Hours	RESERVE	
CD-S					
CRC-BOOK	Obsolete. Do not use.				
DATAB ASE	Obsolete. Do not use.				
DATA-FILE	Floppy disks.	Disk			
DMC-EQUIP	Supplied by DMC circulation.	Equipment	DMC		
DMCLAPTOP					
DOCUMENT	Indicates MARCIVE load for items with SuDocs number				
DVD-B-ROM	DVD-ROM accompanies book and has same circulation period as book (see Mixed Media Procedures)	DVDROM			
DVDRESTRIC					
DVD-ROM	Circulating DVD-ROMs, including serials.	DVDROM			
DVD-S-ROM	DVD-ROM is part of serial subscription	DVDROM	2 Hours	RESERVE	
DVD-VIDEO1	All except feature films and specifically designated tapes		1 Week		
DVD-VIDEO2	Feature films (PN1997) and specifically designated tapes		2 Hours	RESERVE	
DVD-VIDEO2	Feature films (PN1997) and specifically designated tapes		3 Days	CIRC-DESK	
DVDVIDEO-B	DVD Video accompanying a book. Same circulation period as book		see description		
DVDVIDEO-S	DVD that accompanies a serial issue or volume				
HARDDRIVE			3 Days		
ILL-BOOK	Circulation supplied item type.				Circulation
INHOU SEUSE	Circulation supplied item type.				Circulation
INTERNET	Item is accessed via the Internet		None		
KEY	Circulation supplied item type.				Circulation
KIT	Circulation supplied item type.				Circulation
LAPTOP	Circulation supplied item type.				Circulation
LCKRKEY	Circulation supplied item type.				Circulation
LIT-EQUIP	Circulation supplied item type.				Circulation
LP-REC-B	Long playing record accompanies book and has same circ. period as book (see Mixed Media procedures)				
LP-RECORD	Obsolete. Do not use.				
LSC-CD					
MAP					
MFAH-BOOK					

MICRO CARD	Obsolete. Do not use.				
MICRO FICHE	Do not change to INPROCESS				
MICRO FILM	Do not change to INPROCESS				
MICRO PRINT					
OVERS IZE	Books 42 cm. tall or wide, except art books where Art Librarian will designate. Scores 38 cm. tall. On t.p. write $\overline{\text{AAAAAAA}}\text{c}\overline{\text{AAAAAAAAAAAAAAAAAAAA}}$ Oversize $\overline{\text{AAAAAAA}}\text{c}\overline{\text{AAAAAAAAAAAAAAAAAA}}$ $\overline{\text{AAA}}$ at head of call number, after location (if any) but before call number proper.	Book			
OVERS IZE-R	Oversize books that are also restricted to Library use only (except in Brown Library where the designation is used reference oversize). On t.p. write $\overline{\text{AAAAAAA}}\text{c}\overline{\text{AAAAAAAAAAAAAAAAAAAA}}$ Oversize $\overline{\text{AAAAAAA}}\text{c}\overline{\text{AAAAAAAAAAAAAAAAAA}}$ $\overline{\text{AAA}}$ at head of call number, after any special location but before call number proper, and write $\overline{\text{AAAAAAA}}\text{c}\overline{\text{AAAAAAAAAAAAAAAAAAAA}}$ Library use only $\overline{\text{AAAAAAA}}\text{c}\overline{\text{AAAAAAAAAAAAAAAAAAAA}}$ below call number. Treat Brown Library books appropriately for specific use (see Rare below).	Book	Library-use only		
OVERS IZE-R	Oversize books that are also restricted to Library use only (except in Brown Library where the designation is used reference oversize). On t.p. write $\overline{\text{AAAAAAA}}\text{c}\overline{\text{AAAAAAAAAAAAAAAAAAAA}}$ Oversize $\overline{\text{AAAAAAA}}\text{c}\overline{\text{AAAAAAAAAAAAAAAAAA}}$ $\overline{\text{AAA}}$ at head of call number, after any special location but before call number proper, and write $\overline{\text{AAAAAAA}}\text{c}\overline{\text{AAAAAAAAAAAAAAAAAAAA}}$ Library use only $\overline{\text{AAAAAAA}}\text{c}\overline{\text{AAAAAAAAAAAAAAAAAAAA}}$ below call number. Treat Brown Library books appropriately for specific use (see Rare below).		Reference	Brown Library	
OVSZ-ATLAS					
RARE	Write control and call numbers on t.p. verso and clip barcode to brown flag. Place on shelf near the marking table.				
REF-ATLAS	Write "Ref" at head of call number, with "Atlas" below it but before that call number proper.		Reference		
REF-BGAME	Non-circulating board games located in the DMC.			DMC	
REF-BOOK	Write "Ref" at head of call number.		Reference		
REFDV DVID	Non-circulating DVD Video				
REF-SCORE	Obsolete. Do not use.				
REF-VGAME	Non-circulating video game located in the DMC.				
RENTAL	Circulation supplied item type.				
REF-CD	Non-circulating sound recordings accompanying books				
REF-CD-ROM	CD-ROM in Reference Dept.; location=REF-DESK. Non-circulating. Place on shelf near marking table.				
REF-DVDROM	DVD-ROM in Reference Dept., including serials; location=REF-DESK.				
REFDV DVID	Non-circulating DVD Video				
REF-SERIAL					
REF-VGAME	Non-circulating video game located in the DMC.				
RENTAL	Circulation supplied item type.				
RESTR ICTED	Write "Library Use Only" $\overline{\text{AA}}$ on title page below the call number,				
SCORE					
SERIAL	Serials published three or more times per year and all serials in ART locations.				
TAPE-B	Reel-to-reel tape accompanies book and has same circ. period as book (see Mixed media procedures)				
UNKNO WN					

VID-CABLE					
VIDEO DISC1	All except feature films and specifically designated tapes---circulates for 1 week				
VIDEO DISC2	Feature films (PN1997) and specifically designated tapes---in CIRC-DESK location circulate for 3 days				
VIDEO GAME	Circulating video games located in the DMC.				
VIDEO TAPE1	All except feature films and specifically designated tapes---circulates for 1 week				
VIDEO TAPE2	Feature films (PN1997) and specifically designated tapes---in RESERVE location circulate for 2 hours; at CIRC-DESK circulates for 3 days.				
ZZDVD	Obsolete. Do not use.				
ZZDVD-S	Obsolete. Do not use.				
ZZREF-DVD	Obsolete. Do not use.				

Obsolete, not in drop-down list
ERC-EQUIP
TAPE