
 CHAPTER 3. Circulation Services

- 3-1 REGISTRATION. HUD Headquarters employees who wish to borrow circulating materials from the Library must register and receive a unique identification number (i.e., Library ID). This Library ID must be presented at the Circulation Desk each time materials are checked out of the Library. The individual to whom the Library ID is issued is responsible for the return, or replacement, of all items charged out on his/her ID. If an employee wishes to have Library materials checked out to someone else, they must present that individual's Library ID at the time the material is checked out. Only Headquarters staff and other HUD staff located in the Headquarters Building may borrow materials directly from the Library. Other HUD employees must go through the contact person designated by their Field Office.
- 3-2 BORROWING BY NON-HUD PERSONNEL. Non-HUD personnel may borrow library materials through their own libraries on interlibrary loan (ILL). (See paragraph 3-12.) Materials in use by HUD personnel will not be recalled for loan to other libraries, or for non-HUD personnel.
- 3-3 LOAN PERIODS FOR HUD PERSONNEL. The loan period varies with the type of material:

Circulating Books	Three weeks
Reserve Books	One week
Unbound Periodicals	One week (See also paragraph 4-2)
Law Treatises (those which are not part of a set)	One week
Management Evaluation Reports	One week
Non-circulating items	Overnight (5 p.m. to 9 a.m.) Up to one hour for photocopying during the workday

The permission of the Head of Information Services is required before non-circulating materials may be taken from the Library.

time.

Items on loan may be renewed, if there is no other HUD requester waiting to borrow the material.

All borrowed materials must be available in the borrower's office on site during duty hours for others to consult as needed.

- 3-4 NON-CIRCULATING ITEMS. Materials to be used only in the Library consist of reference materials--such as encyclopedias, dictionaries, directories, abstracting and indexing services, handbooks, maps and atlases--and primary legal materials, which include court reporters and administrative agency decisions, statutes, codes, session laws, charters and ordinances, form books, and Congressional reports and documents. In addition, the following materials do not circulate: new books and periodicals on display, bound periodicals, newspapers, looseleaf services, telephone directories, certain special reports, and microfiche and microfilm. However, single duplicate copies of microfiche can be provided for offsite use and retention by patrons.
- 3-5 KEYS. HUD personnel may borrow a key to the Library for after-hours access to the collections. Keys are loaned from 5 p.m. to 9 a.m. No materials are to be removed from the Library after the official closing time of 5:15 p.m. Photocopiers are available in the Library for after-hours use.
- 3-6 EXTENDED LOAN. HUD personnel needing library materials for longer than the three-week loan period must provide a written request for an Extended Loan from Departmental Division Directors, or higher level officials. Extended Loan is based on official need and is authorized by the Head of Information Services and the Government Technical Representative for the Library. The Extended Loan period is three months. Borrowers may request one three-month renewal of these loans.

Publications on Extended Loan must be kept available in the borrower's office on site during duty hours in case others need to consult them.

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- 3-7 RETAINED LOAN. All books and subscriptions needed for use and retention as working tools in HUD Headquarters offices are obtained by the Library for these offices as Retained Loans. (See paragraph 6-2 for ordering requirements.) These publications may be retained as long as they are needed and should be returned to the Library when no longer required. An annual Retained Loan survey is conducted to determine the continued need for receipt and retention of these titles by the borrowers.

Publications on Retained Loan must be kept available on site during duty hours in the offices to which they are assigned in case others

need to consult them.

- 3-8 LOOSELEAF MATERIALS. Departmental staff who have been authorized by the Library to retain looseleaf materials in their offices must update and maintain the looseleaf filing of these publications and make them available for others to use as a condition of their retention.
- 3-9 OVERDUES. Publications on loan must be returned, or renewed, on or before the due date specified. Borrowers who do not return borrowed materials must make restitution to the Department for lost or damaged items.
- 3-10 RESERVES. Borrowers may ask to be put on the reserve list to receive a charged-out publication upon its return.
- 3-11 NEW BOOK RESERVES. Book jackets or photocopies of title pages of new books received in the Library are put on display on a regular basis. Individuals may sign up to borrow a new book by filling in the appropriate information on the sheet attached to the jacket or photocopy. These books are loaned for one week.
- 3-12 INTERLIBRARY LOAN. Materials needed for short-term official use by HUD personnel, but which are not available in the Library collections, may be borrowed on interlibrary loan (ILL) from other libraries. Interlibrary loan service to HUD staff is limited to one consolidated loan request for no more than five items per employee, per day. Individuals needing to borrow a larger number of items are asked to limit requests to a total of fifteen items per week and to submit them in priority order so that the less urgent material may be borrowed on successive days. The standard interlibrary loan period is two weeks. Items can often be renewed; however, books on ILL are subject to recall by the lending library at any time. The borrower must make restitution to the lending library's satisfaction for any lost or damaged materials.

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The HUD Library will loan available circulating items to other libraries, but not to outside individuals. The borrowing library is responsible for the safe and timely return of the borrowed material to HUD, or for its replacement, if lost or damaged.

- 3-13 COPYING SERVICES. Self-service photocopying machines and microform reader/printers are available in the Library. The machines may be used only for copying mission-related materials from the HUD Library collections. No more than 40 single page copies per person, per day, may be made on the photocopiers. Persons needing to copy more than 40 single pages may borrow the item on one-hour loan and photocopy it at the copy center in Room 5133 of the HUD Headquarters Building. A microfiche duplicator is used by the Library staff to make single

duplicate copies of microfiche in the Library collection for patrons.

3-14 CLEARANCE. The Library is a checkpoint for final Departmental clearance when an employee leaves HUD. Library materials are Government property which must be accounted for by departing employees. A borrower will not be cleared until all materials charged out on his/her Library ID are returned, or restitution is made according to the Library's specifications. All lost or damaged Library materials must be replaced by the borrower before the Library's Government Technical Representative will sign the clearance form, which must be completed before a departing employee's final pay check is released.