

**PENSACOLA JUNIOR COLLEGE
POLICIES OF THE
LEARNING RESOURCES SERVICES**

TITLE: Loan Policy: Non-Circulation Materials	Number:
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Certain materials may not be checked out. These include reference materials, periodicals, newspapers, law collection and archival materials. Any item may be designated as a non-circulating or restricted circulating item by faculty, administrators, or LRC Department Supervisor.

Known Exceptions: None	
Authorized to Make Exceptions: Campus LRC Department Supervisors or Designees	
Method for Changing Policy: Recommendation of Department Supervisors for approval of District Department Head	
History: Policy dated 1993	
Authorized Signature:	Date:

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