

NORTHERN ILLINOIS UNIVERSITY LIBRARIES POLICY: Basement Storage Access

APPROVED BY: Management Group

EFFECTIVE: February 15, 2005

REVISION DATES: _____

Founders Memorial Library maintains storage items in the basement for the main library and the branch libraries. These are infrequently used books, bound journals, and government documents. It is also a storage area for back issues of newspapers.

There is controlled access to storage materials. Requests for periodicals, government documents, maps, and Faraday items should be made at those service desks. Requests for all other items should be made at the Circulation Desk. A retrieval schedule is posted on the library homepage.

Storage items, excluding newspapers, are checked out like books.

Faculty and graduate students may be permitted controlled access to the basement by special arrangement with the Head of Access Services.