



BORROWING PROCEDURES

All departmental staff and members of the diplomatic corps are welcome to borrow material from the Library's circulating collection of documents, monographs, periodicals, travel books, maps and language tapes. Material in the Library's reference collection, and bound and current issues of journals, are available for consultation in the Library, but are not available on loan.

All items on loan from the Library, including inter-library loans, must be charged out at the circulation desk, located at the entrance to the library. As the Library's circulation is maintained by an automated charge-out system, new users must first register at the circulation desk in order to borrow material. The borrower assumes responsibility for the items borrowed, and for their return on the date indicated on the charge-out slip. Loan periods for borrowed items may be extended, subject to demand, by calling the library circulation desk (992-7687).



LOAN PERIODS

Loan periods for items borrowed from the Library's circulating collection fall into three general categories based on the type of material borrowed. Documents, monographs and language tapes from the Main Library's collection are loaned for a period of three weeks. Unbound issues of periodicals (excluding current issues) and travel guides may be borrowed for one week. One exception to this rule are the Economist Intelligence Unit reports, which may only be borrowed for a two-day period. Long-term loans of dictionaries, style manuals and thesauri are also available to all members of the department in Ottawa. Requests for these reference materials should be addressed, in writing, to the Library Director.