Catalog Department Materials Security Policy

Policy Statement:

To reduce the risk of loss or damage, all materials are to be kept in a secure area (currently 250 Moffitt). Library employees are not to remove any materials from the secure location unless this action is part of a pre-established departmental procedure.

Pre-established procedures are the methods approved by the Catalog Department for sending materials to another Library unit (e.g., sent to binding before cataloging, released to their shelving location, etc.).