Status Code for Non-Circulating Materials

I. **Introduction.** An item record status code has been defined for non-circulating materials. It is “o,” and the status display in the OPAC will read “NON-CIRC” (instead of “IN PROCESS” or “CHECK SHELVES”).

II. **Applicable Locations.** Use code “o” for the following:

A. All materials located in any of the general reference collections:
   1. ref, refcm, refd, refds, refma, refod, refov
   2. indcm, index, indod, indov
   3. map
   4. atlas

B. The reference collections for the branches:
   1. avrf, avrd
   2. chemr
   3. falrf, falrd
   4. lrcrf
   5. phyr

C. All materials going to the Government Documents reference collection:
   1. govcs, govf, govod, govof, govrf, govvf
   2. usdcm, usdfc, usdmf

D. All materials going to the Special Collections Division:
   1. arko, arko, arkma, arkov, armov
   2. spcfl, spco, spcod, spcof, spcom, spcoo, spcor, spcot, spcov, spcrf, spcva, spma, spmh, spmov, sprfl, sprov
   3. stors

E. Materials that are for library staff use only:
   1. acq
   2. auto
   3. bind
   4. cat, catrf
   5. ill
   6. ser
   7. srcr

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