

## Latkovic Collection Circulation Policies

### *Access to the Collection*

All Institute faculty, staff, and students have borrowing privileges for the Latkovic Collection, which is housed in McGivney 214.

Access to the collection is by appointment, during the hours of 9:00 a.m. to 5:00 p.m. on weekdays. Please contact [mrice@johnpaulii.edu](mailto:mrice@johnpaulii.edu) or stop by Room 307 to request access. In addition, limited “open house” hours, during which the library will be staffed and open for browsing and study, will be posted each semester.

### *Circulation*

The library catalog of the Latkovic Collection is located in Populi. Institute students and faculty can browse or search the collection by clicking “Library” at the top left once signed into Populi. Please consult the following Populi Knowledge Base articles for more details:

[Using the Library](#)

[Searching Library Resources](#)

The collection resources fall into three categories: the General Collection, Journals, and Reference. Circulation policies differ according to category.

#### 1. General Collection

Books in the General Collection are shelved alphabetically, according to a call number that includes the first four letters of the author’s or editor’s last name and a number. Please consult the Populi catalog for specifics.

Items that are part of the General Collection may be checked out for a loan period of 3 weeks, with the option to renew once via Populi.

Once the desired volumes have been located on the shelf, borrowers should bring them to Room 307 for check-out. Borrowed items must also be returned to Room 307.

#### 2. Journals

The Journals section of the collection includes issues of the *National Catholic Bioethics Quarterly* (2001-2016), *Theological Studies* (1987-2005), *Human Life Review* (1978-2020), the *Intercollegiate Review* 1989-2012), and *The Fellowship of Catholic Scholars Quarterly* (2018-2020).

Journals cannot be checked out but may be consulted in Room 214. The printer/scanner on the second floor may be used to make a *scan* of individual articles for personal use; students should *not* use the machine to make photocopies.

#### 3. Reference

Books in the Reference section are shelved according to Library of Congress call numbers. Items in the Reference section cannot be checked out but may be consulted in Room 214. The printer/scanner on the second floor may be used to make a *scan* of individual articles for personal use; students should *not* use the machine to make photocopies.

### *Lost Items*

Borrowers who lose an item checked out from the Latkovic Collection will be asked to replace the volume at their own expense.