



## PILOT TRANSITING VIDEODISC POLICY AND PROCEDURES

In order to further expand resource sharing opportunities, libraries may choose to make a portion or all of their DVD and Blu-ray collections available for transitable holds.

### TRANSITING DVD POLICY

Circulation modifiers for these materials are specially defined as having the following characteristics and restrictions:

- The circulation period for eligible transiting materials will be 7 days.
- They are holdable and transitable.
- 1 renewal
- Fine levels will be set at \$.25/day
- Materials with these circulation modifiers will count against the consortium limit of 10 total DVD/Blu-rays per cardholder.
- Options will be provided for both R-Rated and standard holdings. Libraries that participate in this program are expected to observe ratings when cataloging.
- If a library has a local limit on media circulation, materials which are borrowed as part of the transiting videodisc program do not count against that limit.

Please see the Circulation Matrix for full details on the available circulation modifiers.

### TRANSITING DVD PROCEDURES

#### CATALOGING PROCEDURES

Stickers or spine label covers indicating that these materials are transitable may be applied to each item to provide a visual cue to staff and patrons.

Materials that are rated R or are NR for added adult content should have the “r-rated” circulation modifier applied to honor LimitedAccess restrictions at member libraries.

If your library splits up multi-disc packs into smaller groups (single or 2-discs are fairly common), be sure to assign parts so that patrons are able to request and receive the expected material.

#### CIRCULATION PROCEDURES

Staff are required to open and inspect the contents of transiting media cases prior to checking them in to reduce the chance of missing parts.

#### SHIPPING

The consortium is purchasing a set of shipping cases to be used with transiting videodiscs. If the volume of transiting videodiscs exceeds reasonable use for the provided cases or you have insufficient cases on hand, please use other available reinforced cardboard boxes to ship the materials. Fill remaining space in boxes/cases with crumpled paper or bubble packs to prevent shifting inside the boxes. Consortium cases must be shipped inside INfoExpress bags. Do NOT tape or glue consortium cases.