



PILOT TRANSITING MUSIC CDs: POLICY AND PROCEDURES

In order to further expand resource sharing opportunities, libraries may choose to make a portion or all of their music cd collections available for transitable holds.

POLICY

A circulation modifier for these materials is specially defined as having the following characteristics and restrictions:

- The circulation period for eligible transiting materials will be 7/14/21 days (owning library's choice).
- They are holdable and transitable.
- 1 renewal
- Fine levels will be set at \$.25/day
- If a library has a local limit on media circulation, materials which are borrowed as part of the transiting music cd program do not count against that limit.

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

PROCEDURES

CATALOGING PROCEDURES

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 media. If the volume of transiting media 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.