Policy - Media Center Circulation Policy

The University Library
GSU, I-61
Organizational Memorandum No. 61
08/99

Circulation
Media is available for traditional circulation to all patron groups, with currently accepted cards.

Loan period for media items will be abbreviated, one-week or less, regardless of media format or patron type.

Holds and Renewals will conform to standard Circulation procedures.

There are limits on the number of titles circulated to one person during a borrowing period. These limits will adhere to system-set standards for patron group.

Overdues:

Fine per day is substantially higher than amount set for print item Notices and Lost Item Bill are generated automatically by an integrated system; each is issued more frequently for media item than for print Patron record is subject to block as per the standard policy for patron group All fines/fee payment is centralized at LN1 Circulation Desk

All Media circulation transactions will be automated using the Library's integrated system.

Reserves
Individual faculty/class Reserves will be available, as per existing print Reserves policy (by semester). Frequently used or irreplaceable media titles will be identified and retained as a Library-initiated, Permanent Reserves. Duplicates or updated replacements/equivalents for Permanent Reserves titles may be acquired for the Circulating Media collection.

Cataloging
Accompanying materials in print titles (e.g., cd-roms, cds, computer files) will remain in the book. The bibliographic/online catalog record will be edited accordingly. The full title will be shelved in the appropriate collection/location within the Library.

Accompanying materials separate from the print title (e.g., videos, sound cassettes) will be shelved in the Media Center. The bibliographic record will be edited accordingly and holdings information will be displayed in the bibliographic/online catalog record. The circulation value, i.e., damaged/replacement cost, will be the same for both book and accompanying material.

All standard processing of media items, including accompanying materials will be done by the Catalog Department.
Optional processing may be done by Media Center staff.

**Organization of Collection**
All media formats will be physically located in a designated area called the Media Center. The Media Collections should be shelved by type of format, as designated in the catalog record and reflected in the call number.

The Media Collections shall be publicly accessible for patron browsing and selection/retrieval.

**Related Equipment**
Equipment necessary to support in-house use of media items shall remain centralized in the Media Center, regardless of item's shelf location. Additional workstation(s) may be available in other locations throughout the buildings to support using various other collections with media components, such as CD-ROMs in government documents. An adequate number of pc workstations should be in the Media Center to support public functions.

**ILL**
In general, media will be available for loan, recognizing limitations, which are dependent upon the physical nature of individual item. For example, LP recordings are fragile/breakable and may only qualify for in-person pick up and return by non-GSU borrower.

Primary consideration should be extended to borrowing requests received from libraries with which the University Library/GSU has formal consortia arrangements; such as, USG, ARCHE or GETS and the like.

Loan period will adhere to prevailing ILL policy/practice.

**Responsibility for the Unit**
The Media Center Unit is within the Access and Media Services Department with responsibility to the Associate University Librarian for Public Services. The unit shall directly report to and be supervised by the Department Head. Management responsibility for staff, services, policy, and collections of the Media Center shall be assigned to and in consultation with a unit coordinator. The Unit Coordinator’s role will include hiring, supervising, evaluating, and scheduling of personnel; organizing and maintaining the collection, equipment, and facility location; developing and implementing procedures; recommending policy changes; and collaborating with Liaison/Reference Librarians in appropriate collection-related issues.