

## Media Material Location/Circulation Options

With the closure of the media library, bibliographers have the following options for where dvd and video media materials can be located:

1. *Norlin DVD Collection*: Browseable and located across from Norlin circulation desk with circulation to CU students, staff, and faculty, as well as Prospector and ILL. \*Default for dvds; n/a for videos
2. *PASCAL*: Available for retrieval by CU students, staff, and faculty and circulates via Prospector and ILL (see below for replacement cost information). \*Default for videos
3. *PASCAL with local circulation only*: Available for retrieval by CU students, staff, and faculty ONLY. Recommended for materials in which we have licensing restrictions for use solely at this campus and for those materials that exceed the value of the replacement fees.
4. *Reserve*: Materials can temporarily be placed on reserve by faculty and checked out by CU students, staff, and faculty for 2, 4, 24, or 72 hours. This option is primarily for high-use materials needed available throughout the semester for instructional purposes.
5. *Extended Checkout*: While not a location, in rare and special cases, it is possible to checkout media materials for research faculty for longer than the standard 7 day period.

### *Replacement costs for media materials*

There is now a \$400 fee for lost/damaged dvd materials that will help offset any replacement costs. There is a \$200 replacement fee for lost/damaged video materials. The Prospector replacement cost is \$100 for all materials, media or otherwise.

### *Choosing a location*

When you place a new order for media materials, specify with Acquisitions one of the above locations. To change the location of materials that are already in the collection, contact Meri Willett in Cataloging.