

## September 19, 2003 revision of Browsing Collection Guidelines

### **A-V Browsing Collection**

Arlene Radden moved and Sheila Perkins seconded a motion to expand the Browsing Collection Guidelines to AV materials. The motion passed. Chris Tucker will announce this change to the membership on September 22, 2003.

September 19, 2003

### **Browsing Collection Guidelines**

The browsing collection includes bestsellers and popular materials to include AV item such as Video and DVD.

The library must establish a separate budget line item for the purchase of browsing collection titles **in addition to** the normal amount of materials purchased for the regular circulating collection. Normally there will be no more than 30-50 titles in the browsing collection at each location at any given time. The numbers of copies are determined on an individual basis, but will usually range between 1-5 copies. Each library building or location must own at least one circulating copy of the title before they can put a copy in the browsing collection. Browsing collection copies will go into the circulating collection at the end of three months or when they are no longer in hot demand, **whichever comes first**.

A special I-TYPE has been created for the browsing collection that establishes parameters. All SEO libraries using browsing collections will be required to use the same parameters. The policies (parameters) are as follows:

- 7 day loan (Circulation staff will manually change the due date to 14 days for titles over 500 pages)
- Exempt from holds
- Non-renewable
- \$.50 a day overdue fine