Securing a DVD Collection
While Maintaining Access

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Reasons to Start & Goals

- UNG Oconee currently has a relatively large DVD collection containing several valuable editions and box sets.

- We wanted to increase the security of the collection.

- We didn’t want to compromise browsing capability.
Step 1: Taking Inventory

- Beyond Number of Titles -
  - # of Individual Discs
  - # of 2-Disc or 3-Disc Sets
  - # of Box Sets

- Consider Future Growth
Step 2: Picking Materials

❌ Regular Shelving, Lined Up
   Takes Up Too Much Space

❌ CD Binders
   Too Heavy, Potential Wear on Handle

✔️ Baskets with Slim Flippable Cases
   Uses Depth of Shelf to Take up Less Space,
   Durable Storage
Step 3: The Cases

- Make Copies of Front & Back Covers
  Visual Cue for Grabbing Right DVD,
  Gives Patron Access to DVD Information

- Copy Extra Materials or Include Booklets
  Scene Selection Lists, etc.

- Tattle Tape on Disks

- Property Label, Call Number Label, & Barcode
Step 4: Call Numbers & Barcodes

- Zebra Printer
  Barcodes and Call Numbers Pulled from Alma,
  Set-Up Difficulties Required Working with IT
  and Systems Librarian
Step 5: Exceptions

Special Cases
Regular-Sized Cases for Thick Booklets,
Box Sets Placed on Shelf Behind Circulation and
Empty Case with Pink Sticker Made for Stacks
Step 6: Fulfillment Notes in Alma

- Reminder Note for Check-Out/In on Multiple Campuses
Workflow

- **Batch Processing**
  - 3 Associates
  - Stacks of 10 DVDs Processed at a Time

- **Working from Start to End in Stacks**
  - Cardstock Marker to Keep Place in Stacks

- **Summer Project**
  - Minimal DVD Circulation
Currently Using the System

- **Working Well**
  - No Mix-Ups Yet

- **Teachable Moment Opportunities**
  - Introducing the System to Students,
    Taking Them to Stacks to Find a DVD
Lessons Learned

- Buy test products (cases, bins, etc.) individually before committing to a whole set.

- Buy extras and account for growth. Some products won’t be consistently available in the long-term.

- Flexibility is key. Nobody can anticipate everything.

- Batch processing or assembly-line workflows help keep large projects manageable.

- There are always issues adapting to new technology (zebra printer), so be prepared for potential delays.