



University
of Windsor

***Policy Title:** Music/Multimedia Collection

Policy Number:

***Date Established: [original date of approval]** July 11, 2019

***Office with Administrative Responsibility:** Leddy Library

***Approver:** Leddy Library

***Revision Date(s): [fill this in each time an amendment is approved]**

Introduction /Background / Purpose

To describe circulation policies for the media collection.

Application / Scope of Policy

Vinyl LPs

Collection: Approximately:

- 4500 LPs (from Dept of Music, not catalogued)
- 200 LPs (in Leddy's collection, catalogued, in compact storage)

Location: Faculty of Music LPs are available in cabinets on the east wall of the Media Centre beyond the microfilm shelves.

Call Numbers: Shelved in sequential accession numbers on labels attached

Index: Card catalogue available in Media Centre

Circulation: Faculty of Music LPs do not circulate - except to faculty members in the Faculty of Music.

Equipment: One (1) turn-table is available and operational, and can be loaned out from the Circulation Desk (course reserve).

Music CDs in the Leddy Library

Collection: Approximately 1,500 music audio discs [CDs]

Location: Open access on display units in the Media Centre in security cases

**Some CDs are housed in drawers/shelves at the Circulation Desk due to odd case sizes. Assistance from the Media Clerk (at ext 3194) or the Information Desk is available all hours the library is open.

Call Numbers: Shelved by sequential accession numbers

**Circulation: CDs circulate to all (except high school students)
7-day loan with one (1) renewal; term loan with 5-day recall**

Cassettes:

- Collection: Approximately 200 music & non-music cassettes
There is also a second (locked) cabinet with approximately 75 cassettes from the Faculty of Music.
- Location: Filing cabinets in Media Centre
Assistance from the Media Clerk (at ext 3194) or the Information Desk is available all hours the library is open.
- Call Numbers: Shelved by sequential accession numbers
- Circulation: Cassettes circulate**
3-day loan with 1 renewal applies
Faculty of Music cassettes do not circulate - except to faculty members in the Faculty of Music.
- Equipment: One (1) cassette player is available for use at the Circulation Desk (course reserve).

Video / DVD Collection:

- Collection: Approximately 2,600 videos / 2,800 DVDs
- Location: Open shelving, Media Centre (Basement Main Library)
- Call Numbers: Shelved by sequential accession numbers
- Circulation:**
- Leddy videos and DVDs: 7-day loan with renewals up to 4 weeks
Faculty staff and grad students have option of extended loan with recall date of 7 days
- Education videos and DVDs 7-day loan with renewals up to 4 weeks
Faculty staff and grad students have option of extended loan with recall date of 7 days

Users wishing to view videos / DVDs in-house are required to leave identification with staff at the Circulation Desk.

- Equipment: Two (2) VHS players and two (2) DVD players are available in the Media Centre. DVDs may also be played on computers throughout the library.

Cross References (May include Procedures and Forms Related to the Policy[^])

Leddy Library Loan Periods and Policies
Leddy Library Fines