

# 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.



## ● Beyond Number of Titles -

- ## Consider Future Growth



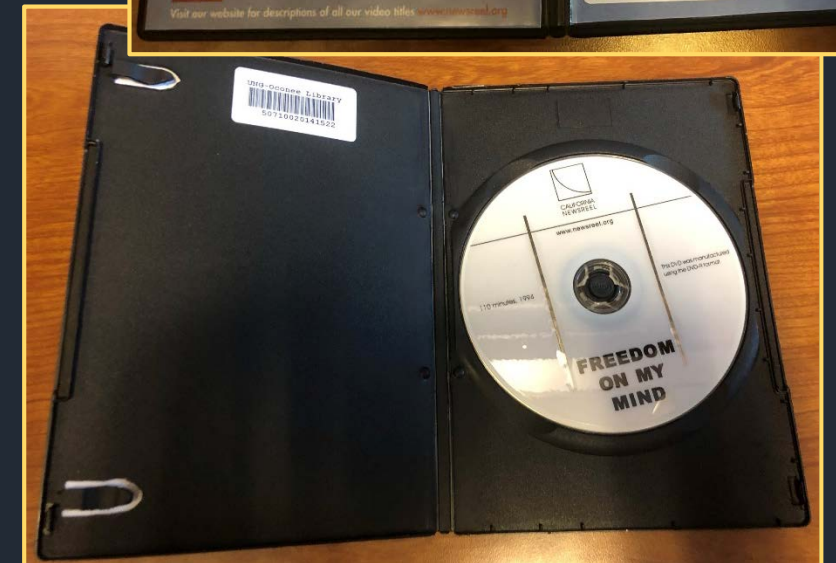
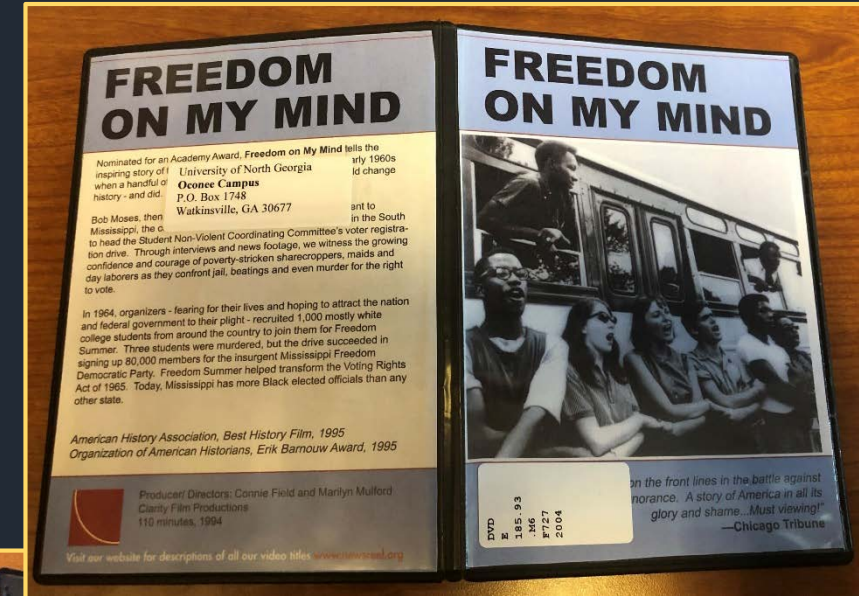
## Step 2: Picking Materials

- ✗ 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

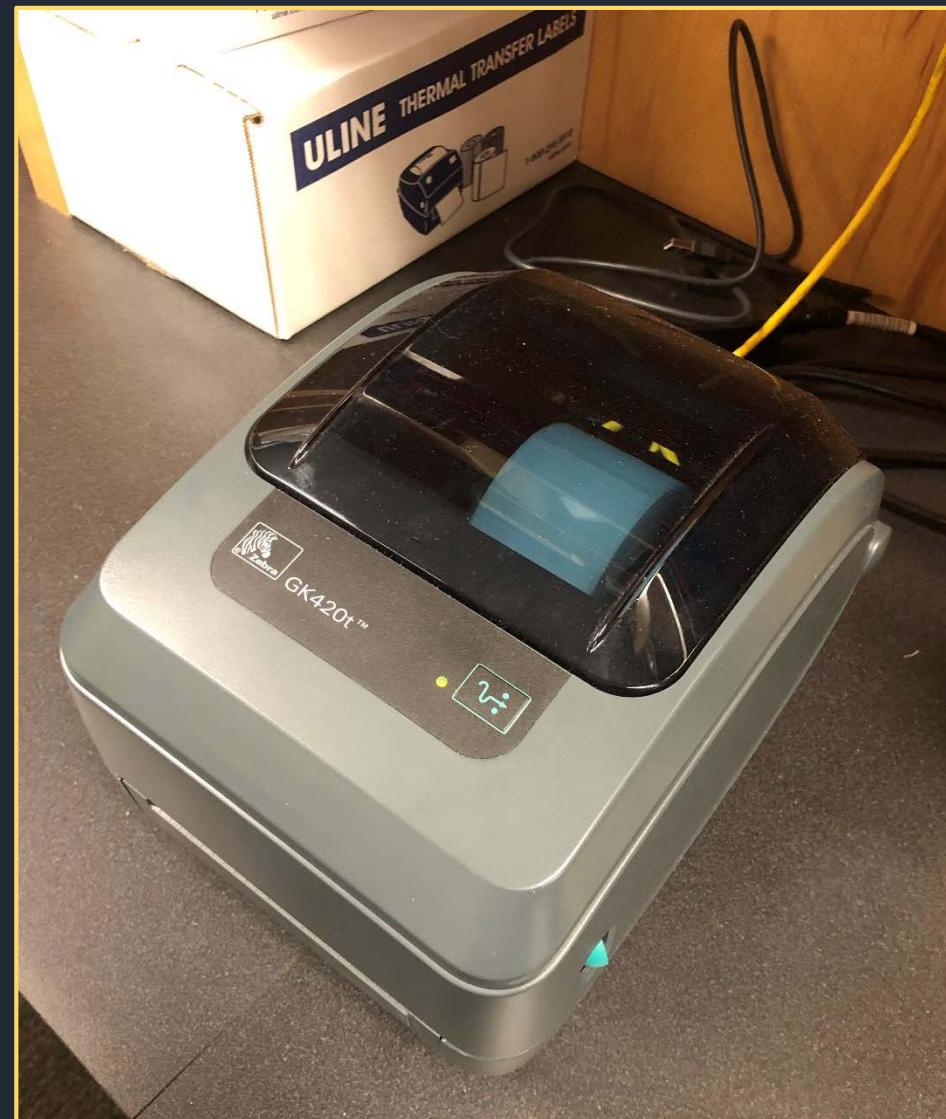
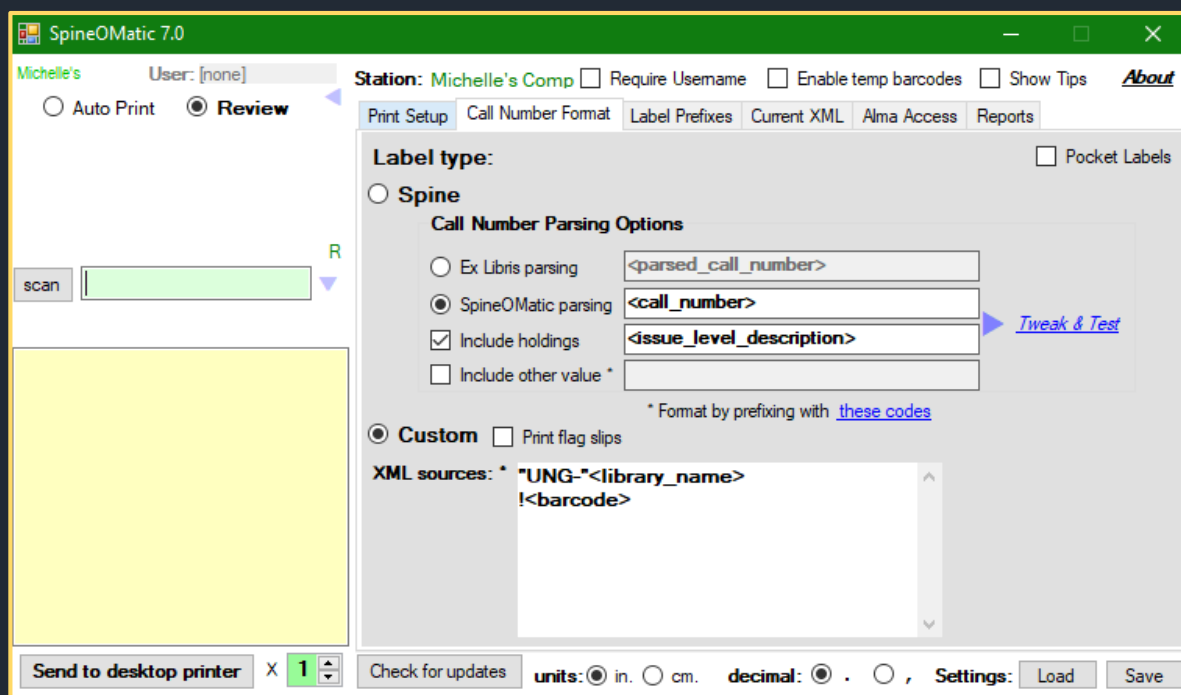
- Make Copies of Front & Back Covers  
Visual Cue for Grabbing Right DVD,  
Gives Patron Access to DVD Information
- Copy Extra Materials or Include Booklets  
Scene Selection Lists, etc.
- Tattle Tape on Disks
- Property Label, Call Number Label, & Barcode



# Step 4: Call Numbers & Barcodes

## ● Zebra Printer

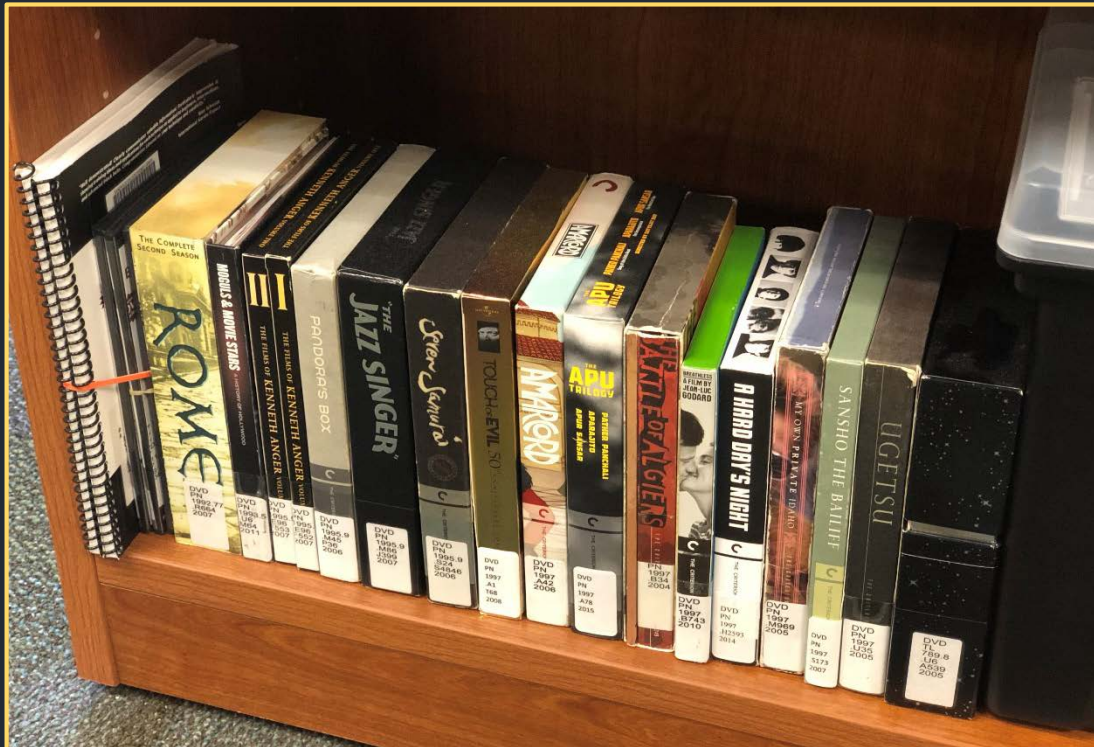
Barcodes and Call Numbers Pulled from Alma,  
Set-Up Difficulties Required Working with IT  
and Systems Librarian



# 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

### Confirmation Message

Please note the following:



Fulfillment Notes: Item consists of 2 discs and 1 booklet in 1 case

Are you sure you want to perform this action?

Cancel

Confirm



Amarcord / Janus Films/The Criterion Collection [United States] : ©2006. [9781559409803]

**Holdings** Oconee Library: Oconee Media; PN1997 .A42 2006  
**Holdings ID** 2234947470002960  
**Barcode** 50710020168590  
**Process type** -

**Item ID** 2334947450002960  
**Status** Item in place

[View all holdings](#)  
[View all items](#)  
[Browse shelf listing](#)

General

ENUM/CHRON

Notes

History

#### Functional Notes

Public note -

Fulfillment note Item consists of 2 discs and 1 booklet in 1 case

# 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.