

Pre-Publication and Bootleg Procedures

Minerva libraries will not catalog advance readers' copies (ARCs), uncorrected galley proofs, or any other types of pre-publication books. These versions are used as marketing tools by publishers and they haven't been thoroughly edited for revisions before release to the public. The cover of the book may have changed as well. Books of this nature are not for sale and not intended for the public.

Further, Minerva libraries will not catalog bootleg DVDs, Blu-Ray, 4K, audio discs, or any other formats. Adding any of these formats to the catalog is a copyright infringement, which could open the consortium to liability. It is also a disservice to our patrons who rely on us to give them the legal form of an item they want. Bootlegs may contain incomplete material, or grainy or otherwise substandard recordings. If you discover that your material is a bootleg (UPC code matches a previous season, for example, or cover art looks "off"), please notify the list so that other libraries can know not to buy specific titles.

If a pre-publication book or bootleg is discovered in the Minerva catalog, please notify the cataloging committee as they will take the necessary steps in removing the item from Minerva.

Steps to remove pre-publication book or bootleg

1. The Cataloging Committee will notify libraries attached that they have one week to remove their item and holds.
 - a. The committee will also suppress the bibliographic record, so that no further patrons can put holds on it.
 - b. A screenshot will be taken and held in the Minerva Cataloging Committee Google Docs
2. Once the week is up the committee will:
 - a. Delete holds
 - b. If items are still checked out the owning library needs to delete their record when their items is returned.
 - c. The committee will periodically check until the bibliographic record has been deleted from the system