

Local Short Term Materials Collection Policy

June 2019

In order to meet standards for adding materials for short term local use only, bibliographical and item records in the Minerva catalog must meet the criteria outlined in this policy. The policy follows below:

Create master-bib record for the collection (You may have two bibs one for books the other for AV materials).

- 1) Create a new record.
- 2) The 245 field will be the name of the overall BSE collection
 - a. Example: Gray Public Library Rental Collection or GPLA Bestseller Express.
- 3) Include the location and material type.
- 4) If the cataloging Library has BSE collections for more than one material type (books, music, movies, etc.), they may create one bib-record for each material type.
- 5) The record may be suppressed or visible via the OPAC – cataloger's choice

Adding items

- 1) Open your bib-record
- 2) Select ATTACH NEW ITEM
- 3) Fill in appropriate fields
 - a. Price
 - b. Location
 - c. I Type
 - d. Status
 - e. Call number (if you wish)
 - f. Barcode
- 4) When finished with the data, insert VOLUME field into the record
- 5) For books, include the TITLE / AUTHOR (ex: Becoming / Michelle Obama)
- 6) For A/V materials, include TITLE / DIRECTOR (The Mule / directed by Clint Eastwood).

Loan rules for BSE collections

The owning library may establish a loan rule that is specific for the BSE collection (different loan periods, number of renewals (if at all), overdue fees, etc.).

*Approved by Minerva Executive Board
May 8, 2019*