



## Media Collection

The Media Collection contains most of the Main Library's non-print materials including newspapers, microfilm, microfiche, microcards, audio cassettes, records, video cassettes, DVDs, CD-ROMs, and laser discs. Items from this collection can be retrieved by staff at the Main Library South Circulation Desk.

### Specific Collections

Newspapers: Current and back issues of newspapers including the *New York Times*, *Wall Street Journal*, *Washington Post*, *Chicago Tribune*, *USA Today*, *Des Moines Register*, *Gazette*, *Iowa City Press-Citizen*, *Daily Iowan*, *Le Monde*, and *The Times* (London).

Microfiche & Microfilm Collections: Popular magazines, ERIC Documents, College Catalogs, *Early English Books*, *Early American Imprints*, and archival collections as well as other books, journals, and newspapers from the 15<sup>th</sup> to 19<sup>th</sup> century.

DVDs, video cassettes, and laser discs: Over 18,000 feature films, documentaries and international films.

Records and Audio tapes: Sound effects records, compact discs, and spoken word cassettes and records.

### Equipment

Audio cassettes, record players, PAL/SECAM player, DVD players, International DVD players, video cassette players and laser disc players are all available for use in the Reserve & Media room located at the southwest corner of the Main Library.

### Circulation Policy

- Undergraduate and Graduate Students, Faculty, and Staff may check out videos for seven days.
- 25 items may be checked out by Faculty and Graduate Students. Six videos may be checked out by Staff and Undergraduate Students.
- 25 videos at a time may be recalled by Faculty and Graduate Students and six videos at a time may be recalled for Staff and Undergraduate Students.
- Unlimited renewals are available for Undergraduate and Graduate Students, Faculty, and Staff and can be done by bringing in the video in person or online using My Account at <http://infohawk.uiowa.edu/myaccount>.
- Community Borrowers may check out videos for three days and are allowed two items. Videos are not eligible for renewal. Three videos at a time may be recalled.
- 16mm films are for instruction use only. They can be checked out for the class period by the instructor and must be returned after class.
- Microfilm, microfiche, and microcards may be checked out for the same period as books, based on UI status.
- Sound effect records and audio cassettes may be checked out for two hours.
- Records may be checked out for seven days.
- Videos and equipment may be used in the Reserve & Media room for those users not eligible to receive a borrower's permit. A picture-ID must be presented and will be held during the time the equipment and material is being used.



## **For Your Information**

UNIVERSITY OF IOWA LIBRARIES  
**Main Library**  
**Access Services**

### **Returns**

All media materials can be returned to any University Library or to the South or North Circulation Desks in the Main Library.

### **Fines**

Video fines are \$0.50 a day for non-reserve materials, \$2.40 an hour for reserve materials, and \$4.00 a day for recalled materials.

### **Course Reserve Circulation Policy**

- Any instructor needing to show a course reserve video for classroom use can check out for up to 24 hours, if not in conflict with an existing reservation for classroom use.
- An instructor needing to show a course reserve video for classroom use can check out up to 7 days, if they are the only instructor who has it listed.
- An instructor needing to show a permanent reserve video for classroom use can check out for 24 hours.
- A user wanting to check out a course reserve video or book for longer than the assigned loan period must provide Reserve staff with written permission or other direct communication from any and all instructors who have placed the item on course reserve.
  - The loan period will not exceed the normal loan period (i.e. 7 days for videos/journals or 4 weeks, semester or year for books, dependent on user status).

### **Course Reserve Lists:**

- Please keep reserve requests to a maximum of 40 items per course; contact the appropriate Library's reserve staff if this is not possible.
- Lists are processed in the order they are received so that all instructors and students are treated equally.
- Lists may take up to 10 working days to process the first 25 items per course. Additional items may take longer.
- Materials not owned by the Libraries may take 4-6 weeks to acquire.
- Items added to a reserve list after the beginning of the semester will generally be processed in three to five working days.