NATIONAL UNIVERSITY ACCESS SERVICES

VIDEO CIRCULATION POLICY

The National University video collection serves primarily as a resource for faculty. We provide a wide range of material, that may be utilized within the classroom. The main collection of videos is located in the Central Library.

The only justification for the development of a video collection is the subsequent utilization by the faculty. The best collection is of no value if it is not needed or used by the faculty.

REFERENCE AND RETRIEVAL

The first step is twofold: determining that the specific titles have been purchased by the National University Library System, and locating the VC or DV number. The Online Catalog provides this information. The quickest way to look up videos in the Online Catalog is to use the Power Search option. Type keywords in the top half of the page and scroll down until you see location: choose Audio Visual Collection.

SCHEDULING AND BOOKING

Once you have located a specific title for use, complete and submit the secure online Video Booking Request Form. Once the material has been requested it will go through the booking process. If the material is available, it will be reserved. Because the media collection is sent throughout the state of California, media requests made less than 5 days before the date of use may not be filled. If the request is not filled the instructor will be notified. It is recommended all media be booked at least 2 weeks before the start of classes so that confirmations can be sent out.

DELIVERY

All deliveries go through the mailroom and are distributed using an intercampus courier or another service. Faculty members cannot pick up videos at the Spectrum Library and take them to another location. This is the reason the library needs three days to process an order even if the videos are going to a campus in San Diego.

PATRON USE
Faculty members may check out videos for use at their campus locations only. Students may view at the viewing carousel in the Spectrum Library -- if the video is available.

Returning Materials

Return videos to the Center Assistant or mailroom at your location. All videos must be returned to the Spectrum Library by the date indicated on the routing slip.

LOAN PERIODS/RENEWALS

Videos are booked for one or two show dates and must be returned immediately after use to the Center Assistant. If an instructor wishes to use a video for a longer period, he/she, or the Center Assistant, must check with the Document Delivery Department to make sure the video is not booked for someone else. Under no circumstances can an instructor, or student, take the media off campus!

VIDEO COLLECTION

The video collection is constantly being weeded to delete old, out of date, or damaged videos. New videos are being added to the collection; new videos will not circulate until they are cataloged.

HOW TO REQUEST NEW TITLES

Video requests can be submitted to school liaisons or department selectors. You can also click here to submit video recommendations to the Library.

Materials selected for the library collection follow the NULS Collection Development Policy.

For questions about the Library’s collections in general and overall collection policy, contact Betty Kellogg at (858) 541-7944 or bkellogg@nu.edu.

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