

## Media Collection and Services

### The Collection

The collection of more than 4000 videos, DVDs, 16mm films, and laserdiscs can be found on the Ground Level of the new Library, conveniently shelved near the Media Viewing & Listening room. The collection is on open shelving and is fully browsable. Classification in a subject arrangement makes browsing even easier. Media reserves are integrated with the print reserves collection at the Circulation/Reserves Desk.

Faculty, staff and students may borrow non-print media and take it out of the library for up to 3 days at a time, with up to three renewals.

**Reserve requests for media items** may be placed along with all of your other reserve requests in the library. There is a media section in our online form for requests. Your contact in the library will be Paul Engelberg for CAS and SHS reserves; Jenn Warner for SSW and GSLIS reserves. Contact information appears at the end of this guide.

We do not require, but strongly recommend that you place a reserve request for all items you anticipate either showing in class or requiring your students to view outside of class. The controls built into the reserves system will help to insure that items are available when you need them.

**Any media item may be booked by faculty or staff for classroom showing or for other purposes.** Students cannot book media items. You can select the item that you'd like to book in the online catalog, and book it right in the catalog for a specified date and time. If you are booking several items, the most efficient way to proceed is to first log in to "My Catalog," one of the tab options in the library catalog. By logging in to My Catalog first, you can book several items without having to repeatedly log in. You can then either pick up the item yourself or send a student or faculty assistant to the library to pick up the booked item before the class. Booked items must be returned either to the Circulation/Reserves Desk or to the Ground Level book drop. The loan period for booked items is generally four hours, in order to allow for pickup in advance of class and return after class. Extended faculty loan periods can be arranged with Circulation staff.

**Another option for classroom viewing is to schedule a viewing using the Media Retrieval System (MRS)** offered by Media Services. Media Services staff will pick up and return the media for you. You may schedule an MRS viewing that includes pick up and delivery by filling out an online form on the Media Services web page: <http://my.simmons.edu/technology/media/mrs.shtml>. Media Services requires five business days notice in advance of the desired booking date.

### Student Viewing Outside of the Classroom.

**Students can check out media items from the reserve desk or the circulating collection, and view them**

- **in the Media Viewing & Listening Room** on the ground floor of the library (22 seats are available).
- **at any workstation in the Library and Information Commons (DVDs only)** – headphones may be checked out at the Circulation Desk.
- in groups of two to six, students can view media **in one of the six group study rooms in the library with media viewing capability.**

**Faculty can schedule out of class time viewings using the Media Retrieval System (MRS)** offered by Media Services

- **by booking MRS equipped classrooms** through the Registrar's Office at 2111.
- **by scheduling an MRS showing in the Media Viewing & Listening Room** on the ground floor of the library (22 seats are available).

Library Contact Information:

**Meg Ragland**, Access Services Librarian, 617-521-2782; [ragland@simmons.edu](mailto:ragland@simmons.edu)

**Paul Engelberg**, Access Services Library Assistant for CAS and SHS, 617-521-2781, [engelber@simmons.edu](mailto:engelber@simmons.edu)

**Jenn Warner**, Access Services Library Assistant for SSW and GSLIS, 617-521-2779, [warner3@simmons.edu](mailto:warner3@simmons.edu)

**Reserves Web Pages:** <http://my.simmons.edu/library/services/reserves.shtml>