Periodicals Department Policy

The Periodicals Department houses and circulates journals, audio-visual materials and microforms (microfilm and microfiche).

Circulation of Journals, Newspapers and Microforms

- All journals (current and bound) and newspapers are strictly Library Use Only for all students, alumni, and outside guests. These materials may not be taken out of the Library.
- Canisius faculty and staff may borrow journals for use outside of the Library premises.
- Bound journals and microfilm are shelved by journal title for open access by patrons.
- Microfiche is also shelved in file cabinets accessible to patrons. Microform readers and printer are available in the department.
- Current journals must be requested at the Periodicals public service desk. These must be checked out in the circulation system before they may be used and must be returned to the public service desk for check-in after use.
- To facilitate the library use only policy, two photocopiers are available on the lower level for copying print materials.
- It will be assumed that overdue journals checked out to students have been removed from the building without permission. These will be assessed a $10.00 fine per item in addition to normal overdue charges.
- Overdue notices will be carefully checked to ascertain that the material is not in the department before the fine is added to the patron’s account.
- Guest patrons not holding a valid Canisius ID will be allowed to use current periodicals only by presenting a photo ID, preferably of government issue or from another institution. The ID will be held at the public service desk until the library materials are returned.

Circulating Audio-Visual Materials

- A majority of the collection’s video cassettes, DVDs, audio compact discs and audio cassette tapes may be checked out by Canisius students for use outside of the library for one day.
- A valid Canisius ID card must be presented at the time of checkout.
- A maximum of 2 audio-visual items may be checked out to one student at a time.
- These items will be due by the closing of the library on the next day following checkout.
- Circulating videos, DVDs, CDs and audio cassettes may not be renewed on line or by phone.
- Circulating audio-visual materials will check out to Canisius faculty for one week.

For all other patrons, including alumni, guest patrons, patrons from other colleges and universities and unaffiliated borrowers, all audio-visual items are Library Use Only.

Permanent Reserve Audio-Visual Materials

- Permanent Reserve audio-visual materials are Library Use Only for all patrons except Canisius faculty and staff.

Curriculum Center Videos

- Videos that are designated as Curriculum Center Videos may be checked out by students for one week.
- The empty cases for these videos are displayed in the Curriculum Center on the main floor.
- Patrons wishing to check out a Curriculum Center video bring the empty case to the Periodicals public service desk to request the video.
Library Use Only Audio-Visual Materials

- Records and Laser Discs are Library Use Only for all patrons except Canisius faculty and staff.

The Listening-Viewing Area

- A listening/viewing area is provided with audio and video equipment for library use and reserve items.
- Patrons are expected to use headphones when using audio-visual materials in the library. These may be checked out at the Periodicals Public Service Desk. Several Y-jacks are available for two sets of headphones to be used on the same piece of equipment and a small group viewing room is available for groups of 3 to 6 patrons.
- Headphones may also be borrowed for use in the Computer Lab with the understanding that priority is given to use in the Periodicals department AV area first.

Permanent Reserve Audio-Visual Materials for Classroom Presentations

- Students who wish to use materials on Permanent Audio Visual Reserve as part of a class presentation must make prior arrangements. Their classroom professor must contact either the Periodicals Librarian (x2932) or the Periodicals Technician (x2930) between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Contact may be by phone, by e-mail or in writing.
- E-mail permissions should be sent to the Periodicals Department technician (newhardj@canisius.edu). If written permission is sent, it should be signed with a full signature by the professor and contain the name of the student being given permission, the title of the video desired, and the date of the classroom presentation. Written notes without full information will be rejected as inadequate.
- Periodicals work-study students are not permitted to accept telephone messages regarding permission for students to take videos out of the library, so care should be taken that proper permission is arranged at least 24 hours in advance of the presentation need.
- After the professor’s permission is received, the student may check out the audio-visual item for use outside of the library on the day of the presentation. The item is to be returned immediately following the class.
- It is expected that advance screenings of audio-visuals in preparation for presentations will be completed in the library. A detailed explanation of video policy may be requested at the Periodicals public service desk.

Periodicals Semester Reserves

- The Periodicals Department handles reserves of audio-visual materials only. All print materials on reserve, including journal articles are located in the Circulation Department. The circulation of semester reserve materials is determined by the faculty member putting the item on reserve within the parameters of library policy.
- Materials placed on semester reserve, including videos, may be removed from the library only by the professor who placed the item on reserve. If another faculty member wishes to take a semester reserve item out of the library, the professor who first requested the reserve will be contacted for permission for the item to leave the library.
- All Periodicals semester reserves will be closed at the end of each semester and the items returned to their original locations unless a new request is received for the current semester. Faculty will be notified that Periodicals reserve records have been closed for the semester and any personal items not picked up within four weeks of notification will be returned to the faculty or department via campus mail.

Holds
• Faculty only may request in advance that Periodicals material be placed on hold for their use on a specific date. If the requested date is more than three days away, the item will be placed on semester reserve until the specified use date.
• Students who will be using a specific audio-visual item in a class presentation may request up to three days in advance that the item be held for their use.
• For all other patrons, use of periodicals material is on a first-come, first-serve basis. Staff may occasionally agree to set aside material for a student who is returning later in the same day to continue use, but all materials will be reshelved on a daily basis.