



Multimedia Library Policies

► Library Access Cards:

Access Cards are available for CU faculty, staff, retirees, alumni, senior auditors or language students who need access to the library and do not have a Buff One Card.

1. Emeritus, Alumni, and Continuing Education students may purchase an Access Card for \$20 (must be renewed each semester).
2. The Access Card fee is waived for instructors, staff/faculty, senior auditing program members, and Continuing Education students enrolled in a foreign language class who have already paid the \$20 per semester ALTEC course fee (must show attendant a valid receipt).

► Circulation System: Checking out materials

1. Students: All materials must remain in the library during checkout. The checkout period is 2 hours; extensions are allowed if no one is waiting to use the item. The checkout period for media equipment is 24 hours and the student must have written consent from an instructor. The instructor assumes responsibility for damaged, missing or overdue equipment.
2. Reserve items are placed on hold at the request of the instructor. Please return items as soon as you are finished with them.
3. Faculty, Staff, Graduate Students with valid Access Cards or Buff One Cards: The checkout period for materials is 2 weeks. Renewals can be made in person, by phone: (303) 492-8224 or by email: altec@colorado.edu. No more than four items may be checked out at one time unless authorized by ALTEC staff. Equipment is checked out for one week and may be reserved in advance. Please inspect the equipment before leaving the library--note any missing or damaged items on the checkout form. The patron will be held responsible for any damaged or missing items when the equipment is returned.
4. No patron can check out new materials if they have an item overdue. The overdue item must be renewed or returned.



► Circulation System: Placing an Item on Reserve

Note: This policy change will take effect January 8, 2008.

1. Instructors may place an ALTEC library item, or a personally owned item, on reserve in the library for up to one semester.
2. Items may be put on reserve at any point in the semester.
3. Reserve items are kept in the multimedia library, and are available for student checkout in two-hour increments. Instructors may not check reserve items out from the library, except through the procedure explained in #4.
4. The instructor who places an item on reserve may specify “blackout dates” where s/he may take the reserved item out of the library for classroom use, or where other instructors cannot remove the item from the library. Up to two weeks of blackout dates may be selected. The reserving instructor may only remove the item from the library during these blackout dates. After blackout dates are set, other instructors may request to take reserve items out of the library for one week for classroom use. Later requests will be first-come, first-serve. This change in policy keeps reserve items in circulation as needed for classroom use, while ensuring that the reserving instructor and his/her class will have first-priority access to the material.
5. All reserve items will be taken off reserve status at the end of each semester. At that time instructors with personal materials on reserve will be contacted and reminded to pick up their items. Items not claimed within three months of the semester’s end become the property of ALTEC.

► Circulation System: Periodicals

A variety of periodicals arrive weekly, biweekly, monthly or quarterly. They may not be taken from the library. Back issues are made available to departments for instructional use at the beginning of the Fall and Spring semesters.

► Reservations: Library Viewing Area

The multimedia library in Hellems 159 is equipped with a projection screen in the group viewing area. Language students may reserve the viewing area in order to watch language films in small groups. This will ensure that a maximum number of students have access to a particular film. Group reservations require a minimum of three students and a maximum of ten. Reservations are made with a library attendant on a first-come, first-serve basis for a maximum two-hour viewing period.



► **Holidays and Breaks**

All ALTEC facilities are closed during university holidays and academic breaks. The library closes at 4:00 pm the day before a holiday and opens at 8:30 am on the Monday following a break. The library will be closed on Sunday if Monday is a holiday.

