

Procedure
New Media and LT to Regular Status
Revised August 25, 2006

Audiotapes

1. Identify items with a date on the new sticker dated before one (1) year prior to today's date.
2. Bring to Technical Services to recatalog.

Audio CDs

1. Identify items with a date on the new sticker dated before one (1) year prior to today's date.
2. Remove the sticker.
3. Use GooGone to remove any residual adhesive, if necessary (ask staff for this).
4. Replace item in same place on shelf.

Free DVDs (*do not touch the Pay DVDs, which are kept separately*)

1. Identify items with a date on the new sticker dated anytime before 9 months prior to today's date.
2. Remove the sticker.
3. Use GooGone to remove any residual adhesive, if necessary (ask staff for this).
4. Replace the item in same place on the shelf.

Free Videos

1. Identify items with a date on the new sticker dated before one (1) year prior to today's date.
2. Remove the sticker.
3. Use GooGone to remove any residual adhesive, if necessary (ask staff for this).
4. Reshelf the item among the not-new videos (if insufficient room, you may have to shift around – see staff for instructions).

Large Type Books

1. Identify items with a date on the new sticker dated before one (1) year prior to today's date.
2. Remove the sticker.
3. Use GooGone to remove any residual adhesive, if necessary (ask staff for this).
4. Reshelf the item in same place on the shelf.

Pay DVDs (3-day stickers)

1. Identify items with a date on the 3-day sticker of before 6 months prior to today's date.
2. Bring to Technical Services to recatalog.

Music CDs

New stickers are not used at this time. No changes needed.