

## Preparing Containers and Ordering Supplies for Media

### Protective Cases





There are standard protective cases for most formats, which are used for circulation, transportation between libraries, and shelving media materials at LSF.

The formats which have standard cases are:

- VHS videotapes
- CDs/DVDs
- Sound cassettes
- 3½" floppy diskettes

Other formats, such as 12" videodiscs and 5¼" floppy disks, require special cases. Send these to Preservation/Collection Care.

Examples of the CD/DVD and VHS cases in various stages of preparation are below.

CD/DVD cases		
		
DVD Step 1	DVD Step 2 (open)	DVD Step 3
		
	DVD Step 2 (closed)	
VHS Cases		

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### Ordering Supplies

**Important:** If you are expecting a large media shipment or planning a special project, make sure there are sufficient supplies before the materials arrive.

Each unit should order its **own cases** (VHS, CD/DVD, audio cassette and other formats) and security shells. They should do this at the same time they submit equipment requests. Orders go to the Business Office, which has a profile identifying the vendor, part number, and PTAE0 code for each type of supply. Payment for these materials comes from a central fund. Allow at least two months to receive the security shells, since these have to be shipped from Europe.

**Marking pens** should be ordered by the unit that needs them, out of its own allocation for office supplies. Only water-based permanent markers should be used to mark CDs and DVDs.

### Disposal of Unacceptable Cases

Media items usually arrive in cases that don't match the type used in the Library. Most VHS and DVD cases can be recycled. Anything marked with the American or European "Recycle" symbol surrounding the number 1, 2, 4, or 5, or having the initials HDPE underneath can be recycled. Otherwise it must be thrown away. CD jewel cases cannot be recycled.

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