

San Jose State University's Media Collection

SJSU media are held in Media Services: Instructional Resource Center (IRC). Some media circulate to SJSU students and faculty, while others are held on reserve and must be viewed in the IRC. Please refer to Media Services for more information:

<http://www.sjsu.edu/mediaservices/>

IRC Policy for non-SJSU Members of the Public

Anyone not affiliated with SJSU can come in and view available materials within the IRC but cannot check things out. All users have to show a picture ID of some sort. They do not have to be related to SJSU and do not have to have a library card.

Circulation Policy and Loan Period

- To check out videotapes or DVDs from the IRC checkout collection, you must have a current SJSU ID and be entered in the library database.
- Media may be checked out for two nights or over the weekend if checked out on a Friday.

How to Search for Media

There are two ways to find media in the IRC collection:

- Refer to the IRC's alphabetical listing of titles at:
<http://www.sjsu.edu/mediaservices/resources/video/>
- Search the SJLibrary Catalog. See the instructions below:

Searching the Library Catalog for IRC Media

1. Go to the Library Catalog: <http://mill1.sjlibrary.org/screens/opacmenu.html>
2. Select the "Advanced Keyword" tab.
3. Type in a keyword on which to search.
4. Change the 'Collection' menu to "IRC."
5. If you would like to search for both DVDs and VHS tapes, search now. Otherwise, change the 'Material Type' menu to "Video (VHS)" or "Videodisc (DVD/VCD)" and search.

After you perform a search, select a title you are interested in and **make note of the call number.**

CALL NUMBERS FOR IRC MEDIA BEGIN WITH LETTERS:

X = Media that may be checked out by SJSU people or viewed in the IRC by anyone,

T = Media that are available on the campus closed circuit TV, or

F = 16mm films that may be viewed at the IRC.

- Media with an "X" call number prefix are located in the Media Services checkout collection on the first floor of the Instructional Resource Center. These media may be checked out. If you prefer that your SJSU class view these media through the Video Services Distribution System, based on your reservation, Video Services will secure the media for that use.
- Media with a "T" call number prefix are available for viewing through our video distribution system at the Instructional Resource Center. They are not available for checkout. If you are SJSU faculty, you can reserve these media to be viewed in your class based on your playback reservation. See <http://www.sjsu.edu/mediaservices/faculty/>.
- Library materials with an "F" call number prefix are films, not videotapes. To arrange projection service, please call 924-2888 or stop by the Media Services counter on the first floor of the Instructional Resource Center.

Note: All other media belong to various special collections or the public library. If you wish to use these resources then you must check them out and return them to these collections.