CCLINC eReader Policy

The item type eReader should be defined as "an electronic anthology of titles that are bound together and have been preloaded on an eReader that cannot be manipulated by the patrons."

*eReaders used for the purpose of allowing patrons to manipulate the material on the eReader should be treated as EQUIP, using the current EQUIP policy. It is recommended that the AV MISC item type be used, NOT eReader.

eReaders that use the item type eReader should be added to workflows by creating a short bib under the ADD TITLE wizard. The title (IN CAPITAL LETTERS) should contain a college name and/or campus and the word eReader or Electronic Reader and a number.

> **Ex**. GASTON EREADER 12 :|bPANDIGITAL
> **Ex.** GAST-EAST EREADER 14 :|bKINDLE FIRE
> **Ex.** ELECTRONIC READER 15 :|bGASTON COLLEGE

Call numbers should include: name of institution as listed in drop-down menu under library in copy record, EREADER, and a number. The brand name of the eReader may also be listed in call number well at the end if space is allowed. If not, a public note should include the brand name of the eReader.

> **Ex**. MONTGOMERY EREADER 1234567890123456789 (This number of spaces has been tested and reflects properly in iLink (the public OPAC).
> **Ex**. GASTON EREADER 12
> **Ex.** EREADER 13 GAST-EAST PANDIGITAL
> **Ex.** GAST-LINC EREADER 14 KINDLE FIRE

The bib should contain a 500 field to include any apps that are available on the eReader.

The bib should contain a 505 field listing titles loaded on the eReader to make the title searchable in the database.

The bib should contain two 650's.

> 653 _0 Electronic Reader.
> 653 _0 eReader.

The bib should contain an 856 field that points to a space on the college libraries' website that lists titles contained in an anthology that may not be listed in the 505 field.

The owning college library is responsible for making sure their eReaders cannot be manipulated by patrons.

The owning college library is responsible for a review of the eReader and its contents at least once a year.

The owning college library is responsible for developing their user agreements.

Last updated 2/2016