**Locating and Using Media in Snell Library**

**DVDs, VHS tapes**
LC call numbers (ex. SNELL STACKS PN1995.9.F35 M77 1994)
shelved with the books in call number order
3rd floor A-P / 4th floor Q-Z

**MV7 call numbers - 2nd floor** behind the Favat collection

Snell Reserve Stacks & Snell Restricted Reserve –
Request at Circulation Desk on 1st floor

Media Display Rack (located across from Circulation Desk):
Staff Selected Feature Films and CD’s

**Laserdiscs**
LV call numbers
Request in Digital Media Design Studio, Rm. 295

**16mm films**
MP call numbers
Request from Debra Mandel, Head, Digital Media Design Studio ext. 4902

**CDs, Cassettes**
LC call numbers (ex. SNELL STACKS M86 .D38 L34 2006)
shelved with the books in call number order
3rd floor A-P / 4th floor Q-Z

**CDB or CDS call numbers - 2nd floor** behind the Favat collection

Media Display Rack (located across from Circulation Desk):
Staff Selected CD’s

**LPs**
Located in the Digital Media Design Studio, Rm. 295
Viewing Media

Viewing carrels
1st floor near InfoCommons
2nd floor near 291/293 group study rooms
Request headsets and remotes at Circulation Desk
Group Viewing Rooms - Request access at Circulation Desk
Digital Media Design Studio, Rm. 295

Listening Areas

CDs
Viewing carrels (DVD players) – 1st floor near InfoCommons & 2nd floor near 291/293 - Request headsets at Circulation Desk

Digital Media Design Studio, Rm. 295

LPs, Cassettes: Digital Media Design Studio, Rm. 295

Borrowing Equipment

Campus Media Services, Rm. 184 (InfoCommons)
For complete list of equipment see website:
http://infoservices.neu.edu/get_help/cms.html

Digital Media Design Studio, Rm. 295 (Digital camera, Video camera, tripod - In-library use only)

Searching NUCAT, the catalog, for Media

Choose Advanced Search and search by format (DVD, Audio CD, Video Cassette, etc.).

To browse the catalog, choose Advanced Search, limit search to the Keyword DVD, and under material type choose DVD.

If the media item you want has a due date far in the future, inquire at the Circulation Desk (x8778) for assistance. These items are part of the Media relocation project and must be paged for access.
Tips for using the Media and Favat Collection limits in NUCat

Limit your search to Video Music and Sound when you want to retrieve audio-visual materials.

This keyword search will return DVD, VHS, CD, audio cassette, vinyl (Phonodisc), 16mm and laser disk formats, but not print or electronic books or web-based resources:

This title search will return audio and visual versions of the work, but not the book.

Limit your search to Snell Favat when you want to retrieve children’s materials or curriculum-related materials.

This keyword search will return materials classified as children’s literature or curriculum.

Faculty Media Booking

If you need a particular video, DVD, or CD for your class, you may book it online. 
http://www.lib.neu.edu/libraries_and_collections/media_center/using_media_collection/schedule_media/

Or you may call (x8778) or visit the Circulation Desk to place your request. Please allow a few days advance notice to ensure availability of materials.

Faculty Reserves

Faculty can request media materials be placed on course reserve by filling out the Reserve form on myNeu (select the "Library" tab), and can also reserve media materials for classroom showings.