

**..Title**

Resolution to Accept the Donation of new DVD single and multi-disc locking cases valued at \$46,524 and security strips and bar codes for new locking cases, valued at \$4,007, from the Hampton Public Library Foundation to the Hampton Public Library

**..Purpose****PURPOSE/BACKGROUND:**

The Hampton Public Library Foundation would like to support the Hampton Public Library by purchasing and donating to the Hampton Public Library new DVD locking cases along with security strips and bar codes for the locking cases for the Library's DVD collection. The total value of the items to be purchased by the Foundation is \$50,530

**Discussion:**

Pursuant to City Code 2-134(a), the donation of materials valued over \$5,000 requires acceptance by City Council. The Hampton Public Library Foundation ("Foundation") is a 501(c)(3) not-for-profit corporation formed in 1994 to receive donations and bequests to support the efforts of the Hampton Public Library. The Foundation wishes to purchase and donate new DVD single and multi-disc locking cases along with security strips and bar codes to the Hampton Public Library for use by Library patrons and staff both in facilities and through check out services.

The Library currently has a DVD collection with 18,672 DVDS. Although DVDs make up only 10% of the Library collection, they account for over 50% of the Library's circulation. At the main Library, some DVDS are displayed on open shelving in large, hard shell locked cases. These older cases take up a lot of space; are much heavier than the newer simple locking cases; take longer for patrons to check out; and are harder to display. The majority of the DVDS not in locked cases are stored at the circulation desk in sleeves.

All new DVD purchases by the Library for the branches are purchased in the newer locked cases. These new cases streamline the checkout process for both staff and patrons. The Foundation is proposing to buy the new locked cases for approximately 18,000 DVDs already in the collection so that all DVDs can be displayed and checked out with the new locked cases.

**Impact:**

The Library's current locking DVD cases are cumbersome, take up a lot of space, and are inconvenient and time consuming for both staff and patrons. Checking out a DVD can take several minutes each transaction due to the way the DVDs are filed (separately in a sleeve by the circulation desk). Also, some of the older cases are discontinued and are no longer available for purchase. The new locking cases are smaller and easier to handle and shelf. The Library is currently ordering new locking cases for the branches with each new DVD purchase. Check-out with DVDs in the new cases has streamlined the process for patrons at library branches. The request for funds would be to replace the older cases for approximately 18,000 Library DVDs.

Changing out the old cases with the new locking cases will allow increased use by Library patrons and reduce the checkout times for patrons wishing to check out Library DVDs in circulation. It will also reduce the time Library staff spends storing, checking out and checking in DVDs.

**Recommendation:**

**..Rec**

The City Council adopt a resolution accepting the donation from the Hampton Library Foundation.

**..Body**

**WHEREAS**, the Hampton Public Library Foundation (“Foundation”) is a 501(c)(3) not-for-profit corporation which receives donations and bequests to support the efforts of the Hampton Public Library (“Library”);

**WHEREAS**, the Foundation desires to purchase for the Library new locked DVD cases, valued at \$46,524;

**WHEREAS**, the Foundation also desires to purchase for the Library security strips and bar codes for the new locked DVD cases, valued at \$4,007;

**WHEREAS**, new DVDs recently purchased by the Library for Library branches are housed in the newer locked cases, acceptance of this donation would allow all Library DVDs to be housed in newer locked cases;

**WHEREAS**, the addition of locked cases for approximately 18,000 Library DVDs through the acceptance of this donation will streamline the Library’s checkout process and will save Library patrons valuable time checking out Library DVDs; and

**WHEREAS**, the Hampton Public Library is requesting that City Council accept this donation from the Foundation.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Hampton, Virginia accepts the donation of new DVD locking cases, new security strips and bar codes for the locking cases, with a total value of \$50,530 from the Hampton Public Library Foundation for use by the Hampton Public Library to streamline checkout and benefit both Library staff and Library patrons.