



## Legislation Text

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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/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 new locking cases for the Library's DVD collection. The total value of the items to be purchased by the Foundation and donated to the Library is \$50,530.

### **Discussion:**

Pursuant to the 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 ("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 Library for use by both Library patrons and staff in facilities and through check out services.

The Library currently has a DVD collection of 18,672 DVDs. Although DVDs make up only 10% of the Library's 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 newer locked cases; take longer for patrons to check out; and are harder to display. The majority of DVDs not in locked cases are stored at the circulation desks in all Hampton Public Library locations in sleeves.

The new locked cases are smaller and house the DVDs in the locking case. These new cases streamline the checkout process for both staff and patrons. Staff will no longer need to remove the DVD and file it at the circulation desk when checked in or find the DVD for the patron during checkout. With the new locking cases, DVDs will be in the locked case on display. Due to the smaller size of the DVD locking cases, all DVDs will be able to be displayed and not kept behind the circulation desks.

Currently, all new DVD purchases by the library for the branches are purchased with the new locked cases. These new cases have streamlined the checkout process for both staff and patrons. The Foundation is proposing to buy new locked cases for the 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 DVDs are filed (separately in a sleeve behind the circulation desk). Some of the older locking cases have been discontinued and are no longer available for purchase. 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 Foundation would donate new cases to replace the older cases for approximately 18,000 library DVDs.

**Recommendation:**

Approve the Resolution.

**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 locking 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 its branches are housed in the newer locked cases, acceptance of this donation would allow all library DVDs to be housed in the new locked cases;

**WHEREAS**, the addition of locked cases for approximately 18,000 Library DVDs through the acceptance of this donation would streamline and save time for both Library staff and patrons; and

**WHEREAS**, the Hampton Public Library is requesting 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 Hampton Public Library staff and patrons.