

## Unauthorized Materials in Circulation Procedure

NWLN attempts to be good stewards of the ALA Code of Ethics which supports intellectual property rights. Collection development and cataloging staff strive to purchase only legitimate materials.

NWLN recommends the following procedure when circulating library items believed to be unauthorized (or bootleg) copies:

1. Report the problem via the NWLS helpdesk ([helpdesk@northernwaters.org](mailto:helpdesk@northernwaters.org)). Providing a title and bibliographic number(s) is helpful.
2. NWLS staff will send an email to the director's list identifying the problem title and its expected release authorized release date, if available.
3. NWLS staff will suppress the title record so it is hidden from public searches and cannot be requested.
4. The owning library will be expected to place a hold on the item so the copy is routed home.
5. NWLS staff will add an item message to each attached record, stating "Believed to be an unauthorized copy. Please do not circulate. Do not fulfill patron holds. Return to the owning library. You may pursue a refund from the vendor."
6. NWLS staff will leave any existing holds in place, extending the expiration date if necessary or will transfer holds to an authorized version of the same title and format. Once an authorized version is released, these holds can be transferred to that record.

Resources:

Paula Stanton, Circulation Manager at L.E. Phillips Memorial Public Library (Eau Claire) provided a webinar on identifying likely unauthorized content (particularly DVDs). [Here is a recording](#) of the 40-minute webinar.

A few useful resources shared in the webinar for finding authorized release dates of DVDs:

- <https://www.dvdsreleasedates.com/>
- <https://www.metacritic.com/>
- <https://videoeta.com/>