

Library Audiovisual Materials Use Policy: Videotapes & DVDs
September 26, 2007

I. Viewing/Check-Out Policy

- A. All library videos may be used in the classroom and most may be viewed in the library by individuals or groups.
- B. Library videos do not circulate to students because of the active media delivery program. Faculty members may borrow videos for review and class preparation by making arrangements through the Media Resources Coordinator.
- C. All library videos except those in section I.D. below may be placed on reserve.
- D. Some videos may have restrictions limiting them to face-to-face teaching in the classroom only. These videos cannot be placed on reserve and cannot be handed out over the counter for student use. The containers of these videos are clearly marked.

II. Non-library Owned Materials

- A. Faculty-owned videos may be shown in class and may be placed on reserve for student use. The library should be notified of materials placed on reserve so the library can purchase a copy.
- B. Off-air recordings cannot be placed on reserve. Faculty members may show an off-air recording one time in class and then they must destroy the copy. If they want to use it again, they must purchase or request the library to purchase a copy.

III. Public Performance Rights

- A. None of the library videos may be shown to a group outside of the classroom at any extra-curricular events or at club events, not even academically-sponsored club events such as English Circle. These showings are considered public performances. In general, the library does not license public performance rights due to cost.
- B. None of the library videos may be shown at academic conferences, academic workshops, training seminars, etc. This also constitutes a public performance.

IV. Video Duplication

- A. Students and faculty members may use clips from library videos for single-use, in-class presentations. Fair Use copyright restrictions apply. Copies of clips may be made in the Copy Center.
- B. No library videos may be copied in their entirety or transferred in their entirety from one format to another (i.e. video to DVD, DVD to digital, DVD region to another DVD region, etc.). Copying an entire work does not constitute Fair Use under current copyright law.

V. Exceptions

A. Viewing/Check-Out Policy

- 1. Education students doing student teaching may borrow library videos for use in their classrooms.

2. Faculty members may request specific videos to be placed on 24- or 48-hour reserve for student check-out.

B. Public Performance Rights

1. Faculty members wishing to borrow a video for a conference or wishing to show a clip at a conference or workshop must contact Technical Services (675-3863) for assistance in obtaining public performance permissions. Any fees associated with such use will be borne by the faculty member.

2. Some videos do come with public performance rights in the university setting as long as no admission is charged. Currently there is nothing in the bibliographic record or on the case to indicate which ones do and which ones do not bear these public performance rights. Questions should be directed to Technical Services (675-3863).

C. Video Duplication

1. Use of clips for multiple-use presentations requires copyright clearance and the payment of fees. Fees are the responsibility of the individual creating the presentation. Questions should be directed to Technical Services (675-3863).