

Library VIDEO / DVD collection

ACQUISITIONS AND COLLECTION DEVELOPMENT

Guidelines

1. The primary purpose of the audiovisual collection is to support instructors in the presentation of information in their classrooms. The secondary purpose is to support the research and learning needs of Kwantlen University College students.
2. The audiovisual collection consists of the library VHS and DVD collection, as well as streamed videos purchased with library funds and available through the library catalogue. Other audiovisual formats are purchased from the Monographs budget (e.g. audio cassettes, audio CDs, slides). Digital image databases are funded from the Electronic Resources budget.
3. The majority of the VHS and DVD collection is located on open access shelving in public areas. Expensive and/or heavily used videos/DVDs are considered for storage in the AV workroom. Videos and DVDs can be placed on AV-Reserve for short periods of time, generally two weeks or less.
4. The Library endeavours to be informed and respectful of any public performance and/or licensing restrictions that accompany the acquisition of video/DVD titles. All videos and DVDs shown in a classroom must have Public Performance Rights. (Any venue that is not a home is considered a public performance site). The majority of the videos and DVDs in the Library collection are purchased with Public Performance Rights. Requests for purchase of videos/DVDs that are not able to be purchased with public performance rights will be considered on a case by case basis and purchased only if circumstances warrant. Videos and DVDs without public performance rights that have been added to the collection in the past will remain in the collection if they circulate regularly. For more information on Public Performance Rights see the *Copyright Guide* under the Faculty or Student Link on the Library website.
5. The Library will purchase Feature Films that are requested for use in conjunction with a course if they are covered under KUCs Feature Film License. Kwantlen University College has an institutional Feature Films Public Performance license that allows Feature Films from most major Hollywood studios as well as some foreign and independent productions to be shown in the classroom.
6. The collection development philosophy is to develop a mid-sized and well-used video collection of approximately 7,000 titles. Weeding is encouraged to ensure that the collection remains relevant and that the material is current.

7. The purchase of multiple copies of highly used titles is encouraged; however, if the cost of multiple copies is prohibitive, then highly used titles are located at Surrey as the most central campus, to facilitate booking procedures.
8. New titles are allocated among the campus libraries as follows:
 - the requester's home campus
 - campus curriculum (e.g.) Fashion Design at Richmond
 - booking and charging records that indicate a subject gap on a campus
 - titles in a series are kept together on one campus
9. The allocation of video/DVD funding to various subject areas or for specific titles within the collection is decided upon by the Audiovisual Librarian and it varies from year to year. Considerations are (in priority order):
 - feedback from users indicating a need in a particular subject area or recommending a specific title(s). At present, we do not canvas all instructors of a discipline to ensure that a suggested purchase is warranted. We treat each request independently and we favour titles that have been previewed by the requester
 - suggestions resulting from previewing at the Fast Forward Video Showcase
 - suggestions from the AV staff and librarians regarding gaps in the collection, the need for multiple copies and/or the need to update or improve a specific part of the collection
 - titles available through the AEMAC nominations process
 - frequency of use of video/DVD material in a subject area. It is acknowledged that not all instructional areas require video presentations, therefore, it is important to weigh frequency of use against a perceived lack of titles in a particular subject area. For example, we may purchase more video/DVD titles in Business than in Physics.
 - special projects to develop a particular section of the video/DVD collection
 - routed journals containing reviews of videos have rarely been used because of PPR (Public Performance Rights) concerns
 - distributors' catalogues have not routinely been used for selection but are very useful for bibliographic information
10. Documentaries, cross-disciplinary material, feature film titles and specific skills videos/DVDs are all added to the collection. No one type of video/DVD has priority over the others. Considerations in choosing a particular title for purchase are:
 - visual interest (production qualities). If the material is not interesting to watch, we should reconsider the purchase
 - avoid "talking heads"
 - titles that have been previewed rank higher than those not seen by the requester

- running time of 30 minutes or less is preferred considering our 2 hour class matrix
- closed captioned, if available
- production date. There should be a good reason why a title older than 10 years is being purchased
- Canadian content is always preferred
- foreign language videos are purchased primarily to support instruction in Modern Language classes. Outside of this context, we do not favour the purchase of foreign language and/or subtitled videos
- the reputation of the producer and/or distributor
- authoritativeness
- cost
- reviews. Though we have not relied on reviews in the past, it would be useful to begin developing a list of notable reviewing sources for video:

11. Whenever possible, the Library endeavours to include interlibrary lending rights in its purchases; however, the lack of interlibrary lending rights will not prevent the Library from making a purchase to satisfy its needs.

12. We support the Video-Interlibrary-Loans' Guiding Principles endorsed by the Media Exchange Cooperative on May 10, 2001:

MEC member institutions have adopted the following guiding principles regarding the interlibrary lending of video titles:

- a. That we acknowledge that, in most cases, an institution's motivation for acquiring a video title is for internal use by its students and employees.
- b. That we adopt the definition of "single site license" to mean that use of the video is restricted to the registered borrowers of the purchasing institution.
- c. That we acknowledge that the distributor's Terms and Conditions specified in a contract, or on an invoice, or on a label on the video recording, or on printed material (not including a sales catalogue) that accompanies a newly acquired video, may be part of a purchase contract and may be enforceable.
- d. That we adopt the position that lending restrictions that appear only in the distributor's sales catalogue and/or web site may not be part of an enforceable purchase contract and, therefore, cannot prohibit external lending of the video title.
- e. That in the absence of lending restrictions imposed by a distributor in an enforceable contract, that MEC member institutions should not feel an obligation to request external lending privileges on their purchase orders and/or in a contractual form letter created by the purchaser and requiring the distributor's signature.
- f. That if faced with external lending restrictions from a new, unknown distributor, MEC member institutions are committed to attempting to negotiate external lending privileges.
- g. That negotiations for external lending rights are first attempted by telephone.

- h. That if a MEC member institution is successful in verbally negotiating external lending privileges with a distributor, that the agreement is documented by the purchaser in an email confirming the verbal agreement and that a print copy of this email be kept indefinitely by the purchaser. The MEC institution should not feel an obligation to send a form letter that requires the distributor's signature.
- i. That MEC member institutions are committed to sharing information on the listserv about distributors' Terms and Conditions and about any negotiations that they have with distributors regarding external lending.
- j. That MEC adopt the position that any attempt from a distributor to retroactively impose external lending restrictions is not valid unless the purchaser is formally notified and the purchaser formally agrees to the new terms or, prior to giving formal agreement, the purchaser requires and receives additional value from the distributor.
- k. That the MEC guiding principles for video interlibrary lending be forwarded to BC Cataloguing and Technical Services librarians (BCCATS) and to the Council of Post-Secondary Library Directors (CPSLD).
- l. That MEC members discuss these guiding principles for video interlibrary lending within their own institution, the expectation being that these discussions should lead to implementation of principles that are appropriate for the public services, technical services and administrative environment within the institution.

Donations

1. The library does not generally accept video/DVD donations since these donations rarely come with Public Performance Rights that allow the showing in a classroom. To confirm or purchase public performance rights can be both time consuming and expensive. However, donors may contact the Audiovisual Collection Librarian who will consider the following factors when evaluating the item for addition to the collection:
 - physical condition of the video
 - production date
 - running time
 - copyright, public performance and site licenses
 - content and suitability for the curriculum
 - level
 - production values
2. The donor is required to complete the library Gift Receipt/Release. No commitment is made as to the final disposition of the gift. The donor must agree that the Library may dispose of items not suitable for or not required in the library collection.

3. If the item will not be added to the collection, it is not necessary to notify the donor. It will be the Audiovisual Collection Librarian's decision whether to notify the donor and to return the video. Videos not added to the collection are usually returned or recycled.

4. Tax receipts will not be issued for video/DVD donations.

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