

GOSHEN COLLEGE

Harold and Wilma Good Library
1700 South Main Street
Goshen, IN 46526

VIDEO PURCHASE & RENTAL POLICY

GENERAL PRINCIPLES AND GUIDELINES

The primary objective of collection development at Good Library is to build and maintain a collection that supports the undergraduate curriculum. Requests for videos and DVDs are evaluated on the same basis as are books and periodicals, with special emphasis on the suitability of the format to the content, the quality of the production, and the college's ability to provide the equipment and support required in order to use the material.

RENTING VS. BUYING

Good Library will assist with both purchasing and renting videos and DVDs. When considering a rental, bear in mind that the Library actively adds video materials to its permanent collection. If the video has ongoing value for the curriculum, it should be purchased rather than rented.

SELECTION CRITERIA

The following factors may be considered in selecting video/DVDs for purchase:

- curricular relevance
- cost and available funding
- effectiveness of presentation
- level of treatment
- interdisciplinary nature
- quality of technical production
- balance within existing collection/amount of similar material in collection
- aesthetic/cultural appeal and value
- preview by faculty or library staff before purchase
- anticipated volume of use
- published reviews

Some videos/DVDs contain scenes or language that individuals or groups may find objectionable, including R-rated movies, foreign films without ratings and documentaries on controversial subjects. The library does not add warnings regarding potentially offensive content to these items or to their records in the library catalog, nor do we limit use of such items by GC students, faculty and staff. If a film has been purchased for the library according to the selection criteria above, and/or it has been ordered by a faculty member for class viewing, it is considered to have sufficient educational value for inclusion in the collection.

Faculty members who include films in class assignments are responsible for forewarning their students of potentially offensive content.

DEPARTMENTAL PURCHASES

Faculty may request video/DVD purchases to be charged against their departments' library materials allocations. Such requests should be forwarded to the liaison librarian for processing. Videos and DVDs purchased with library allocation monies will be cataloged and housed in the library. Videos and DVDs purchased with non-library departmental funds may be kept in the department which funded the purchase or added to the library collection.

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COPYRIGHT

The Library Acquisitions Technician can assist in locating information about ordering and availability.

Faculty members are expected to comply with all applicable copyright laws in their purchase and use of library video materials. Some publishers of videos/DVDs offer institutional pricing and licenses that include “public performance rights.”¹ When such licensing is available for a requested video or DVD, the Library will purchase it. When institutional/public performance licensing is not available, the library will label the video/DVD for “classroom and private use only,” which means that educational/classroom use of the material is permissible only when all of the following conditions are met:

- The performance must be by instructors or by pupils.
- The performance is in connection with face-to-face teaching activities.
- The entire audience is involved in the teaching activity.
- The entire audience is in the same room or same general area.
- The teaching activities are conducted by a non-profit education institution.
- The performance takes place in a classroom or similar place devoted to instruction.
- The person responsible for the performance has no reason to believe that the videotape was unlawfully made.

Source: American Library Association, Library Fact Sheet Number 7
<http://www.ala.org/library/fact7.html#umbrella>).

Approved 12/11/2001 by the Library Faculty.
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¹ For example, public performance rights for videos and DVDs purchased from Films for the Humanities and Sciences include full protection for “non-theatrical performances of a program, without charge, outside the home to a gathering of people other than family members and or acquaintances. These gatherings are normally found in locations such as schools, libraries, and religious and civic institutions. Public performance rights also include closed-circuit transmission within a single building or on a single, geographically unified campus.” Other video/DVD producers and distributors may have different terms for their institutional/performance licenses.