
POLICY ON VIDEO BOOKING

Effective Date:	January 18, 2007	Originating Office:	Library Administration Office
Supersedes /Amends Policy dated:	n/a	Policy Number:	M-1

PREAMBLE

In an effort to support the use of videos for research and teaching at Concordia, the Periodicals and Media Services Units of Concordia University Libraries will book a video that is in the Libraries' collection or in another collection.

SCOPE

This Policy applies to all video bookings made through Periodicals and Media Services for primary users at Concordia. Video formats include DVD, VHS, Beta, U-matic, video disk and 16-mm film.

ELIGIBLE USERS

Members of the Concordia University Community (Primary Users as per the *General Loans Policy*) in good standing can initiate booking requests.

CONDITIONS OF BOOKING

Users must fill out a Video Booking Form. Booking requests are accepted in person, at the Periodicals and Media Services Desks in Webster and Vanier Libraries, via phone, fax, by e-mail and regular mail. To facilitate bookings, the Booking Form is available online for printing.

Normally, the user who makes the booking request will come to pick up the item for showing; they will be asked to show ID before being given the item. By exception, the user who made the booking may appoint a person to pick up the item for showing (e.g. a Teaching Assistant). In this case, the user must inform the Periodicals and Media Services desk where the item is to be picked up. The name of the person who will pick up the item will be noted on the video for pickup and the person will be asked to present ID upon picking up the video. The video will be charged out to the person who picks it up.

There is no guarantee that videos from the Concordia Libraries' collection or other collections will be available on the pickup date. Submitting requests early helps ensure materials will be available.

The following conditions apply depending on where the video is held:

- i) **For booking videos held in the Concordia Library collection:**
All bookings are done through Periodicals and Media Services in the Webster or Vanier Library. To help ensure availability of the video on the day it is being shown, booking requests must be submitted at least 7 days prior to the showing date. There is no limit on the number of items that can be booked, but only a maximum of three videos are loaned out to a single user at one time. Booked items will be loaned to the person who initiated

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the booking for a three day period, in accordance with the Library's *General Loans Policy*, unless another pickup arrangement has been made (see above).

Only videos with public performance rights can be shown in class.

ii) For booking videos that are held outside of Concordia Libraries

a) Videos held in the Concordia Visual Media Resources collection:

Contact either Visual Media Resources in the Hall Building (for videos to be picked up at the downtown campus) or Vanier Periodicals and Media Services (for videos to be picked up at the Loyola campus) for booking. Bookings should be arranged as soon as possible, and they are subject to the policies of Visual Media Resources.

b) Videos held in collections that are external to Concordia:

Videos may be booked from a variety of sources. Contact Periodicals and Media Services at Webster or Vanier for booking external videos. Bookings should be arranged as soon as possible. All bookings are subject to the external institution's policies, which may require payment for courier services.

COPYRIGHT

It is the user's responsibility to ensure that their use of the video – whether from the Concordia Libraries collection or elsewhere – adheres to the Canadian Copyright Act. A video recording can only be shown in class if the institution has obtained public performance rights for that title.