LIBRARY

VISUAL COLLECTIONS REPOSITORY (VCR) – ACCESS POLICY

Effective Date: September 29, 2026 **Originating Office:** Library Administration
Supersedes / Amends: N/A **Policy Number:** LA-10

SCOPE

This policy governs access to the Visual Collections Repository (VCR) Moving Image Collection for teaching and research purposes within Concordia University Library. The policy does not cover access to celluloid materials in the VCR collections.

USERS

The Visual Collections Repository supports the research and teaching needs of members of the Concordia community as listed below:

1. Faculty**:** This category consists of all Concordia University faculty (including part-time faculty), professors emeriti, retired faculty, administrators, retired administrators, librarians and retired librarians of Concordia University. This category also includes faculty members of other institutions who are teaching a course that is part of a BCI joint program where one of the participating institutions is Concordia University, as well as members of Concordia's Board of Governors representing the external community.

2. Graduate Students**:** This category consists of Concordia University students enrolled in Doctoral, Master and Diploma programs at Concordia University, as well as Postdoctoral Fellows and Research Assistants/Associates, and graduate students of BCI joint programs.

3. Undergraduate Students**:** This category consists of Concordia University students currently registered in a credit course given at Concordia University, as well as undergraduate students enrolled in BCI joint programs.

4. University Support Staff**:** This category consists of Concordia University support staff and retired support staff.

POLICY

Category of Materials

The collection comprises analog and digital formats, mainly DVD, VHS, Blu-ray, and LaserDisc.

Access

The Moving Image Collection is available for viewing in the VCR premises (1515 Ste. Catherine St. West EV building, Room EV 3.703) during posted service hours. See the description of services below.

The VCR collection is available for onsite use only, apart from the following exceptions:

- Circulation for in-class viewing as part of the screening lists, see services below.
- Exceptional off-site lending will be permitted for Faculty, graduate students and other groups as needed at the discretion of VCR staff, under the authority of the VCR supervisor.

SERVICES

Viewing of the VCR collection

The collection's resources can be viewed by the current Concordia Community on-site at the VCR premises. Three options for viewing the films are provided: individual viewing stations, a mini cinema, and a seminar room. Bookings for these options are managed by VCR staff.

Screening list management

The Library and the VCR staff collaborate to offer a screening list management service for Faculty of Fine Arts professors. The service encompasses a process aimed at the delivery of films selected for teaching directly to class projection booths for Film Studies courses.

QUESTIONS, COMMENTS OR COMPLAINTS

Questions, comments, or complaints about this policy or its application should be addressed to the Office of the University Librarian:

by email: lib-admin@concordia.ca

or by mail to: Office of the University Librarian
Concordia University, Webster Library
1455 de Maisonneuve Blvd. West, LB 331
Montréal (Québec) H3G 1M8

Approved by Library Cabinet on September 29, 2026.