LIBRARY

SELECTION POLICY FOR THE MEDIA COLLECTION

Effective Date: September 26, 2026
Supersedes /Amends: N/A

Originating Office: Library Administration
Policy Number: T-13

PURPOSE

This selection policy outlines guidelines for the development of Concordia University Library's media collection focusing on audiovisual documents. It aims to support the teaching, learning, and research needs across all faculties, with particular attention to faculty requests aligned with the curriculum.

SCOPE

Collection

The Library's media collection supports undergraduate and graduate curricula and research. It features international moving image content such as fiction films, documentaries, experimental films, and sound recordings, including but not restricted to music with a focus on classical, jazz, and electroacoustics. Audiobooks are out of the scope of this policy.

Users

The primary users are faculty, registered students, and staff of Concordia University.

POLICY

SELECTION

1. Scope and Objectives

Concordia University Library develops a balanced media collection through mixed acquisition methods, including purchasing physical media, leasing access to streaming platforms, limited-license digital files, and perpetual-licensed acquisitions. Format preferences are tailored to each faculty's needs.

Concordia Library aims to develop and maintain equitable procurement practices that do not unfairly favour large distributors, and include purchasing from independent distribution networks, and local and independent creators.

2. Selection Responsibilities

- Faculty members are responsible for recommending materials in their field of expertise and for requesting media to be acquired for their curriculum using the course reserves system or the Library's Suggest a Purchase form.
- Subject liaisons are responsible for recommending titles relevant to their field.
- Digital Media and Visual Resources Librarian is responsible for selecting media to support the curriculum and research as well as identifying gaps in the collection to be developed. They also collaborate with the Head, Acquisitions & Serials and the Electronic Resources Coordinator in the selection of streaming media packages.
- Head, Acquisitions & Serials is responsible for purchasing media to support the curriculum and research.

3. Selection Criteria

- Support for current and future course curriculum: requested for teaching or course reserves.
- Support of research: requested by Faculty or Graduate students.
- Subject areas that are identified as gaps in the collection. This can involve actively seeking out underrepresented voices in both fiction and non-fiction.
- Coverage of Global Perspectives: Incorporate works that provide global viewpoints.
- Quality of the work.
- Accessibility: Evaluate the availability of the following features: closed captions, subtitles in English and/or French, and audio description.
- Licensing terms: licensing allows for the projected uses for the Concordia community, including on- and off-campus access through Concordia's secured network that requires students, staff and faculty to sign in.
- Cost: the negotiated cost is reasonable and comparable to current standards.

4. Specific Criteria for Streaming Resources

- Is off-campus access using a secure authentication method available (provided by the vendor or permitted using Concordia Library's internal streaming service)?
- Is the size and technical quality of the file adequate for projected use?
- Does the resource have audio options?
- Licence: a perpetual licence is preferred.

5. Exclusions

- The Library cannot enter into licenses that do not offer institutional subscriptions. Additionally, the Library cannot acquire rights to media that is exclusively available via direct-to-consumer

streaming platforms like Criterion Channel, Netflix, Apple TV, Amazon Prime, etc., as these companies do not offer institutional subscriptions.

6. Languages and Geographic Focus

Films, videos, and sound recordings in all languages are collected. When a film is acquired in a language other than English or French, subtitles in English are preferred. There are no geographical limitations; selections are based on the University's curricular and research needs, with an emphasis on local productions.

7. Chronological Limitations

There are no restrictions. Selections are determined by the curricular and research needs of the disciplines taught at the University. Older materials are regularly acquired to fill gaps in the collection. The primary focus is to keep an up-to-date collection that reflects current research and instruction needs.

FORMATS

8. Moving images

Accepted formats: Blu-ray, DVD and digital files.

Supported file formats: .avi; .mkv; .mov; .mpg; .mpeg; .mp4; .mts; .m4a; .m4v; .wmv
Preferred file format for Concordia-hosted streaming:

- Container: .mov; .mp4
- Resolution: 2K (2048x1080) or HDTV (1920x1080)
- Framerate: native (23.98, 24, 25, 29.87, 30, 50 or 60)

9. Legacy formats

Unless an exception is approved, the Library does not collect media in the following formats: VHS, CD-ROMs, laserdiscs, 16mm films, 35mm films, ¾ U-matic video, Beta video.

10. Sound recordings

Accepted formats include digital files, CDs and vinyl records; however, the digital file is preferred.

Supported file format for Concordia-hosted streaming:

- Container: .mp3; .wav; .wma

11. Other formats

Emerging and new formats will be considered for acquisition as they arise if they are needed for teaching, learning and research.

COLLECTION MANAGEMENT AND MAINTENANCE

12. Duplicate Copies

No duplicate copies are acquired unless they are requested in a specific format or edition for teaching purposes. Exceptions include a new edition with additional features or content (e.g. an interview with the filmmaker).

13. Replacement Copies

A replacement copy may be acquired if a resource is damaged and is no longer able to be read using appropriate devices.

14. Collection Assessment

Electronic resources, either subscription-based or limited-term licences, are evaluated for renewal 3-6 months before their expiration. Resources are evaluated using the selection criteria above (Section 3). Subject librarians or faculty members may be contacted for additional information.

The physical collection undergoes periodic assessment. Criteria for the evaluation include but are not limited to integrity of the media, presence of duplicates, relevance for the curriculum or for research, rarity of the material, usage and needs of the community.

15. Gifts-in-kind

See the Gifts-in-Kind – Policy and Guidelines.

PUBLIC PERFORMANCE RIGHTS

In general, it is permissible for University employees to play sound recordings or music, show films or movies (including Video/DVD) or air live TV, if this is done on the premises of the University for educational or training purposes and not for profit, before an audience consisting primarily of students or instructors of the University. (excerpt from Concordia Library Copyright Guide)

Unless otherwise indicated in the resource's descriptive record, Concordia Library does not acquire or hold public performance rights. For any public showing of the media, it is the organizer's responsibility to secure appropriate permission and rights for the public performance of a work.

For more information see:

- Concordia Library Copyright Guide;
- Concordia University Copyright Guidelines for Instructors.

COPYRIGHT COMPLIANCE

Concordia Library makes every effort to ensure that its policies and procedures comply with the Canadian Copyright Act (R.S.C., 1985, c. C-42).

For more information see: Concordia University Policy on Copyright Compliance.

INTELLECTUAL FREEDOM

Concordia Library makes every effort to respect the principles of the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries, reflecting this in media collection development and maintenance.

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 to: libraryadmin@lists.concordia.ca

The overall responsibility for implementing and recommending amendments to this Policy shall rest with the Library Cabinet.

This policy was approved by Library Cabinet on September 29, 2026.