

AUDIOVISUAL COLLECTION DEVELOPMENT & COPYRIGHT POLICIES

Introduction

This policy has been created to provide consistent standards for developing and maintaining the Audiovisual Collection of the UIW Mabee Library.

Philosophy and Goals

The Audiovisual Collection development policy complies with the UIW Mission Statement and the UIW Mabee Library's general collection development policy and the American Library Association's Library Bill of Rights in pursuing educational excellence through educating men and women who will become concerned and enlightened citizens with a global perspective and a thirst for social justice and community service.

The Audiovisual Collection reflects the University's educational programs in the search for truth, respectful interaction, mutual understanding, self-realization, and common good among people with diverse backgrounds.

Purpose

The Audiovisual Collection acquires, houses, and provides access to a collection in formats such as DVD, videocassette (VHS), compact disc, CD-ROM, DVD-ROM etc.

Community Served

Audiovisual materials are acquired to support instruction in UIW's classes. UIW faculty, staff, and students as well as St. Anthony and IWHS faculty and students, ELS faculty and students, and Retirement Community members are the only users of this collection.

Subject Coverage

The collection covers a wide variety of subjects related to UIW's educational programs. Subjects of general interest will be represented as long as the funding is available, and the materials acquired are of long-lasting artistic and educational value.

Selection

The Audiovisual Librarian selects materials based on faculty requests and the American Library Association's Video Librarians recommendations. General interest materials requested by UIW community members shall be considered for acquisition as long as they adhere to the Collection Development Policy.

All selections and recommendations should be submitted to the Audiovisual Librarian for final decision based on priorities and budgetary considerations.

General Guidelines for Selection

- **Format:** The most technologically advanced and well-established formats will have the highest priority.

- **Language:** While most items are in English, materials in foreign languages will be considered for acquisition. If possible, these materials will include English subtitles or include an English translation.
- **Date of publication:** Recently released educational materials are given priority in the collection. For artistic products with exceptional value, the original publication date does not affect purchase.

Selection Criteria

The following factors may be considered in selecting titles and formats for purchases:

- Available funding
- Departments may be asked to share the cost for expensive items.
- Curricular relevance
- 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
- Previewed by faculty or librarians before purchase
- Accuracy, currency of production
- Favorable reviews
- Anticipated use

Gifts

All gifts are accepted in accordance with the UIW Mabee Library's general gift policy. The UIW Development Office handles monetary gifts.

Removing (Weeding)

Obsolete formats and aged materials are weeded out regularly with the consideration of replacement for materials with exceptional value. Materials that present out-of-date information will not be replaced. Materials in obsolete formats will not be replaced with a new format unless the new format will increase the use of the material.

Copyright Law and AV Collection

- The "Fair Use" clause of the copyright law allows the use of audiovisual materials only in face-to-face classroom settings where the attendees are all registered for that specific class.
- Any use of audiovisual materials outside classroom settings such as special events, celebrations, etc. open to the general UIW community is considered "Public Performance" and requires permission from the copyright holder of the material.
- Any duplication, distribution, downloading, or changing the format of audiovisual materials without the copyright holder's permission is against the law.
- Faculty and students of the UIW are personally responsible for any breach of the copyright law. The UIW Library is not responsible for any legal issues caused by faculty, students, and UIW employees.

- Some of the library's educational and documentary films do have public performance rights. None of the feature films in the collection have public performance permission.
- Please ask the Audiovisual Librarian for more information regarding public performance of an educational or documentary film.