

# media services

## **MEDIA PRODUCTION & SERVICES POLICIES**

The academic community of High Point University receives priority in the nature, focus, and degree of services provided. Guided by its mission to serve as a curriculum support service, Media Resource Services must serve the needs of the faculty with a greater range of borrowing privileges and services than given the student population.

Therefore, all Media Resource services are available to the faculty of High Point University; whereas, services available to the student community of High Point University are qualified as follows:

Certain media materials in the collection are available to students for in-lab viewing use ONLY to ensure access and availability to faculty and staff. Other materials ARE available for student use, provided that the borrower maintains a good borrowing record with the Library and abides by the borrowing time restrictions placed upon the materials.

Production services available to students include and are qualified as follows: (1) laminating of materials for classroom presentations, (2) duplication of audio cassettes and video tapes which can legally be copied according to written licensing agreements or copyright permission and which are related to the student's current academic study, (3) printing of high quality photograph prints and posters for academic purposes, (4) scheduled production tutorial sessions.

Restrictions for providing service in the use of video film editing equipment is extended to the faculty and ONLY to students currently enrolled at High Point University for the purposes of producing, editing, copying videos for course assignments and academic credit.

Due to the high use and popular demand of media services, there are limitations on hours of printing production, media equipment rentals, and usage of the media lab. All printing and editing production requests will be filled in the order in which they are received. Please allow 24 hours for the production request to be completed. Students may only check out media equipment between the hours of designated by Media Services. The Media Lab closes at 12am, except during exams. HPU librarians and staff should always contact or inform the Media Resource Librarian if a decision is made to make an exception to media rules.

Media Services does not extend production services or borrowing privileges for loaning media materials or audiovisual equipment to students or faculty from other local colleges and high schools.

Anyone else wishing to use Media Resource Services will have to ask the Library Director or Media Service Librarian for permission.

## **INTERLIBRARY LOAN POLICY**

Media Resources currently does not loan audiovisual equipment in its collection to other libraries for the following reasons:

- Our mission to provide for our faculty timely access to curriculum-based and classroom support resources
- The cost of these resources as well as replacement costs
- The potential for damage and loss
- The risk of losing items no longer produced there is not currently enough interest among other libraries to make the loaning interlibrary of media materials an efficient or cost-effective alternative

## **LIBRARY LECTURE ROOM RESERVATION POLICY**

As an academic support service, the Media Services Department provides the High Point University community with the use of two large AV-equipped lecture rooms. Included in each room is a lectern, a PC (Windows 7), a ceiling-mounted data projector, a DVD player, and a document camera. Scheduling for the lecture rooms can be requested by contacting the Media Services Department via email at [media@highpoint.edu](mailto:media@highpoint.edu) or by calling 336-841-9103.

Requests to book these rooms should be made well in advance to ensure their availability.

### Who Can Reserve a Room?

- Faculty, staff, and students can reserve for special meetings, presentation practice, group screenings for class, tutoring sessions, and more. The lecture rooms can only be used for academic purposes. Faculty and staff get higher priority of lecture room usage than students.
- Students requiring spaces for presentation preparation may reserve if there is no conflict with faculty or staff usage.
  - ❖ Students requesting lecture rooms need to have a legitimate project for a specific class and a sufficient number of students in their group to justify use. If students just need a computer and screen for 2-6 people, the Collaboration Stations should be used.

### What exceptions require special approval?

- University groups that are using rooms to present or teach to *outside groups* need to have university approval

### When can you use these rooms?

- Patrons that are using the lecture rooms can use the rooms between the hours of 8am-12am Monday through Sunday.
- Patrons must make a reservation through the Media Department or a High Point University Librarian. No one can use the lecture rooms without first booking the rooms.

## **AUDIOVISUAL MATERIALS COLLECTION DEVELOPMENT POLICY**

This document is intended to be used as a guide to direct the Media Services Librarian in the selection, collection development, acquisition, dissemination, and discarding of audiovisual materials. 05/2013

### **Statement of Philosophy**

The mission of the Media Services Department is to provide and assist with audiovisual materials for instructional support for the faculty and students of High Point University. It is our hope that such support will continue to foster the tradition of academic excellence at the University.

### **Community Served**

The academic community of High Point University receives priority in the nature, focus, and degree of services provided. Guided by its mission to serve as a curriculum support service, the Media Services Department will serve the needs of the faculty and some staff with a greater range of borrowing privileges and services than given the student population.

Therefore, all Media Services audiovisual materials are available to the faculty, staff, and administrators of High Point University; whereas, services available to the student community of High Point University are qualified as follows:

Instructional media materials are available to students for in-lab viewing use only to ensure access and availability to faculty and staff, with the exception of honor students. Honor students can check out instructional media for 3 days.

### **Selection & Acquisition Processes**

High Point University Libraries employs the Media Services Librarian to coordinate the selection, acquisition, and discarding of audiovisual materials in the collection. Items

considered for the collection are based on faculty and student requests and favorable reviews from reputable written and online sources. Selections are then given to the Technical Services Department of the Library to be cataloged, after which the materials are processed and shelved with the collection located in the Lower Level of Smith Library.

### **General Selection**

Because the diversity of materials are so great, there is no one rule for selection. Examples of items that would be considered would include: films with artistic merit, historical documentaries, public television productions, informational or recreational materials, items recommended by professional review magazines and books, as well as suggestions provided by the University community. The Media Services Department will collect audiovisual materials in such formats as DVDs, CDs, and streaming media. Formats will change with technology shifts.

### **Selection by Subject**

The selection of material by subject category will be based on demand for such items, the relationship of the item to the existing collection, and the cost of the item compared to comparable items on the same subject. Recordings of a cultural, instructional, informational, and recreational nature will be considered. Acquisitions are limited to items for which an acceptable level of quality has been determined by one of the following:

1. Recommendation of a qualified reviewer
2. Recognitions received, such as prizes and awards
3. Materials produced by Public Television
4. In-house review by Media Services Librarian or other Library Staff
5. If any materials shall contain explicit content, yet have any of these other qualifications, such content will not be sufficient reason for rejection of the materials.

### **General Criteria for Selection by Subject:**

- Relevance to community needs
- Provides insight into human and social needs
- Usefulness for the University community
- Facilitates the learning process
- Satisfies public demand

## **Specific Criteria: Feature Film & Foreign Language Film Collection, Documentary Film Collection, Television Programming, Children's Programming**

### **Feature Film and Foreign Language Film Collection**

Feature & foreign language films will be collected to serve the University community's need for recreational and educational materials. Selection should reflect a broad range of tastes and interests. Classics, long-term popular features, award winners, and musicals will be included; others, such as music, exercise, pornography, and cooking videos will not be collected unless the work has artistic or historical value. The library will consider requests, but will not purchase every movie requested. Criteria for purchasing leisure feature films include, but are not limited to:

- New releases of films that have grossed \$10 million and higher in the box office
- Recipients of awards and nominations from Oscars and Golden Globe
- Recipients of awards and nominations from independent film festivals
- Films that are noted for having artistic and/or historical value
- Recipients of favorable reviews from respected sources
- On an on-going basis to remain current with what has been released.

### **Selection by Special Request**

In addition to materials selected by educational departments and the Media Resource Librarian, High Point University students, faculty and staff have the opportunity to request individual items for the collection. Requests can be submitted in writing by contacting the media department or the media librarian or online through a digital online request. These materials will be reviewed on a regular basis and purchased based on the criteria for feature films and television shows.

### **Documentary Films**

Documentary films will be collected to serve both the teaching and recreational needs of High Point University. Selection should reflect a broad range of tastes and interests.

When documentary films are purchased, priority is given to those produced within the past ten years. Older documentaries will be purchased only when they are classic titles or when it has been determined that no more recent production offers the same level of coverage in terms of content or quality.

The library will consider requests, but will not purchase every documentary requested. Criteria for purchasing documentary films include, but are not limited to:

- Has aesthetic appeal
- Received awards and nominations from Oscars/Golden Globes or other relevant film festivals
- Is topical (timeliness of information)
- Has historical accuracy

## **Television Series**

Television programs will be collected on a very limited basis due to space and budget constraints, and will be at the discretion of the selectors, based on requests. We will not collect reality television shows, unless requested by faculty.

## **Children's Programming**

Classic and award-winning children's programs and films will be collected for the purpose of evaluation and criticism as may be related to certain aspects of the University Education Department. Other children's films may also be collected for artistic value.

## **Collection Maintenance**

Format Selection and Multiple Copies: Types of formats purchased should change with respect to long-range needs, restricted availability, and improvements made to format quality. Multiple copies will be purchased based on actual or anticipated need as well as availability of funds.

Replacement of Materials: Replacements will be based on 1) demand for the title, 2) number of copies, 3) existing coverage of subject/genre in the collection, and 4) availability of newer or better materials on the subject.

Weeding: Periodically the Audiovisual Collection will be inspected and weeded to maintain accurate, up-to-date information. The weeding of materials will be based on relevance to user needs, selection criteria, lack of use, physical condition, and datedness of information. Discarded items may only be retained for historical significance.

Evaluation: The Media Collection will be continuously evaluated in terms of circulation, content, and relevance to the University community's needs, currency, and popularity. Continuous weeding and replacement of lost, stolen, or out-dated materials helps maintain a collection that reflects changing University needs as well as Library goals.

Gifts: Gifts will be gratefully accepted with the understanding that they become property of Smith Library Media Services. Gifts will be evaluated with the same criteria as purchased materials. Donors may not place any special conditions upon the loan or handling of the items.

## **Reconsideration of Challenged Materials**

As part of a community comprised entirely of adults, High Point University Libraries will limit the actions it takes resulting from complaints about the contents of audiovisual materials. In cases where complaints may be made about items dealing with topics that are sensitive or controversial in nature, every attempt will be made to ensure that the Media Collection also houses those materials reflecting the opposing points of said controversies. Individual complaints will be discussed on a case-by-case basis with the Director of Library Services and the rest of the Library Staff before a decision is made.