

AUDIO-VISUAL POLICY

The Audio-Visual Center of the Library serves the media needs of Jacksonville State University. It is the goal of the Center to provide appropriate audio and visual support for University courses; faculty, administrative staff, support staff, student, or other University-related meetings held in campus facilities and to provide such support for any other group gathering on campus that requests the center's assistance.

The Audio-Visual Center also provides assistance with the creation of audio or visual materials for faculty, staff, or students. This service includes, but is not limited to, original graphics for reports, publications, computer presentations, overhead transparencies, audio productions, and tape duplication.

The Center maintains a collection of educational audio and visual material for use in conjunction with University courses. Suggestions for software selection, which directly impacts course offerings, are actively sought from all. Faculty, staff, and students may also request course-related materials. These materials are available for use within the Center's facility by anyone and may be borrowed by any faculty, administrative staff, staff, and students for use elsewhere.

It is the policy of the Audio-Visual Center to abide by United States copyright law and regulations. Services will be refused to those patrons who make requests which conflict with current copyright law.

1. Audio-Visual Equipment:

- A. Audio-Visual equipment will be provided for support of University courses, meetings, and other public functions held in University facilities. Requests for loan of equipment should be made as far ahead as possible to allow for scheduling of the desired equipment. A minimum of 24-hours advance notice is required to insure effective service.
- B. Equipment will be provided to faculty, administrative staff, and staff upon their personal authorization. This personal authorization is their agreement to accept responsibility for the proper use and safe return of the items borrowed. They also agree to provide appropriate safe storage when it is not in use. Patrons are encouraged to submit requests using the Audio-Visual Equipment Request Form, which helps to ensure correct communication..
- C. Audio-visual equipment will be provided for student projects upon the personal request of the appropriate faculty or staff group sponsor. Equipment will be delivered to, and authorized by, the requesting faculty or staff member only. Requests for pick-up by, or delivery to, students will not be honored.
- D. Audio-visual equipment will be provided for non-University functions which meet in on-campus facilities at the discretion of the Director of Audio-Visual Services. The leader of the function or their designated substitute will write an official request for

each piece of requested equipment and will provide for its safe and proper use until it is returned to the Audio-Visual Center.

- E. Center personnel will endeavor to insure that patrons understand and can effect proper operation of the loaned equipment.
- F. Every effort will be made to provide patrons with equipment in good condition. Equipment in poor condition will not be loaned. Patrons will be required to provide for repair or replacement of equipment which is lost, stolen, or returned to the Center in poor or inoperable condition (due to its misuse).
- G. Equipment will be repaired by the Center in a timely fashion as parts or funds for repair by outside maintenance are made available.
- H. Procurement of new, up-to-date equipment to enhance the Center's services to the University will occur as funds allow. Selection of new equipment will be made by the Director of Audio-Visual Services according to the following criteria:
 - i. Equipment which meets the educational or professional needs of the University.
 - ii. Equipment that is well constructed and will render long and effective service.
 - iii. Equipment designed to be multi-functional while still carrying out the primary task for which it was purchased
 - iv. Equipment which is designed to be as easy to use as possible.
- I. Old equipment, which is deemed irreparable or no longer useful by the Director of Audio-Visual Services, will be sent to the University Warehouse as surplus.

2. Audio-Visual Services:

- A. Personnel of the Audio-Visual Center will assist University patrons with the set-up and operation of equipment whenever possible.
- B. A minimum of one-day's notice will be required for requests for equipment set-up to allow for scheduling of equipment and personnel.
- C. Emergency situations will be handled as required.
- D. Center personnel will assist patrons with equipment selection, set-up suggestions, and media production and selection, according to their expertise. Difficult problems should be referred to the Director of Audio-Visual Services.
- E. The Director of Audio-Visual Services has the right to refuse requests for services which are in conflict with current copyright laws, rules, or regulations.

3. Teleconferences:

- A. Teleconference reception may be scheduled on a first-come, first-serve basis with the Audio-Visual Center.
- B. Teleconference reception reservations scheduled through the Audio-Visual Center may be made by faculty, administrative staff, and staff only. Reception reservations will be accepted from organizations outside the University after they have made room arrangements with the Dean of Library Services' Office.
- C. Room reservations for space on the 11th floor Conference Center must be scheduled with the Dean of Library Services' Office prior to scheduling with the Audio-Visual Center.
- D. Room reservations for space in the Audio-Visual Center will be scheduled by the Director of Audio-Visual Services.
- E. Room reservations for teleconference reception in the Audio-Visual Center will be restricted to University students and personnel.
- F. Video recordings of teleconferences will be made if the request is accompanied by written permission to do so from the originator of the program (copyright holder) or their legal agent prior to the broadcast.
- G. Duplicate recordings of a teleconference may be made if one of the following criteria is met:
 - i. The request is accompanied by written permission for multiple copies from the copyright holder or their legal agent.
 - ii. Permission for multiple copies of the program is contained within the program portion of the telecast.
- H. A telephone for interactive conferences may be requested. Long distance charges to numbers other than WATS (800) numbers should be billed to the sponsoring department's account.

4. Criteria for Selection of Media:

- A. Material must meet the criteria for the discipline as outlined for non-print media in the *Houston Cole Library Collection Management and Development Policy*.
- B. An effort will be made to select materials identified as areas of weakness in the Audio-Visual Center media collection.
- C. Timeliness of the material.
- D. Material should not duplicate University holdings unless demand demonstrates a need for such duplication.

- E. Faculty, administrative staff, staff and student requests for materials will be considered, however, priority will be given to materials which directly relate to or enhance the University curriculum and programs.
- F. Preference will be given to media published or produced in the English language. Media in other languages will be purchased when the choice of language is an integral part of a performance (i.e., music, opera, foreign film, or works intended for use by the Department of History and Foreign Language).
- G. Local, regional, and state-related materials will be purchased as funds permit.
- H. Preference will be given to materials which have public performance rights.
- I. Materials with favorable reviews in appropriate media.
- J. Items that are cited in specialized bibliographies, discographies, or other lists and are produced in acceptable media formats.
- K. Manufacturers' reputation.
- L. In-house review of media
- M. While priority is given to media which relate directly to University curriculum and programs, a selective number of media offerings may be purchased which cover remedial education, or the leisure/entertainment needs of the University community, as funds permit.
- N. Multiple copies of media will be purchased when a change in media format is required.

5. Formats Collected

The Audio-Visual Center will attempt to collect materials in formats that are technologically current and can be played on University equipment. Media formats that become obsolete may remain in the collection, but will not be considered for new acquisitions.

A. Audio Tapes:

Audio tapes are acquired for all disciplines. Preference is given to cassette type media over reel-to-reel media, except when original master materials are available.

B. Video Tapes:

Videotapes are acquired for all disciplines. Preference is given for VHS format media over other tape formats.

C. Optical Disks:

Optical Disks, also known as DVDs, CDs, or CD-ROMs, are collected for video, audio, and computer formats.

D. Phonodisc Recordings:

The phonodisc recording is currently considered an obsolete format. Preference is given to materials offered on other audio formats, however, phonodisc recordings will be purchased if no other option is available.

E. 16mm film:

16mm film is considered an obsolete format. This format is no longer acquired.

F. Filmstrips:

Filmstrips are considered an obsolete format. This format is no longer acquired.

G. Slides:

Slides are acquired on a selective basis.

H. 8mm Film Loops:

The 8mm film loop is considered an obsolete format. This format is no longer acquired.

I. 16mm Film Loops:

The 16mm film loop is considered an obsolete format. This format is no longer acquired.

J. Computer Software:

Computer software is purchased on a selective basis.

K. Kits:

Publications which contain mixed media, are classified as kits and housed in the Audio-Visual Center. Generally, kits are acquired by the Acquisitions Department or through the Federal Depository Library Program on a selective basis, but occasionally may be acquired by the Audio-Visual Center.

L. Works of Art:

With the exception of photographs, art works are not collected.

M. Posters:

Posters are not collected.

N. Transparencies:

Transparencies are collected on a selective basis.

O. Duplicate Masters:

Duplicate Masters are no longer collected.

6. Replacement/Deselection of Media Materials:

Media materials which are damaged beyond repair or lost may be replaced on a selective basis. Media materials that are held with multiple copies or contain obsolete or erroneous information and do not retain some historical, seminal, or research value may be deselected. Replacement/Deselection is dependent upon:

- A. Expressed need of the teaching faculty or curriculum
- B. Uniqueness of the material
- C. Availability
- D. Budget
- E. Currency or accuracy of information

7. Gifts and Exchanges:

The Audio-Visual Center will accept gifts of media, media equipment, or monetary gifts designated for the purchase of media or media equipment based on the following criteria:

- A. Gifts of media or media equipment will be evaluated by the same standards that apply to new materials and equipment.
- B. The Audio-Visual Center has the right to retain or dispose of gift materials at the discretion of the Director of Audio-Visual Services. All donors will be made aware of this provision prior to the acceptance of the gift.

- C. Library personnel will not appraise gifts. Donors are responsible for locating independent parties to assist them in determining the value of their gifts.
- D. Gift materials requiring continuing obligation beyond normal care and maintenance will not be accepted.

8. Media Production:

The Audio-Visual Center has limited production facilities. Media production projects will be accepted according to staff time and availability and equipment limitations. Patrons are expected to reimburse the Audio-Visual Center for the materials used.

9. Audio-Visual Center Circulation:

- A. Faculty, administrative staff, staff, and students are allowed to check out Audio-Visual Center materials. Faculty members have a 7-day check out period, while students have a 3-day check out period. At the discretion of the Director of Audio-Visual Services, some equipment may be checked out on a semester basis.
- B. Public school faculty and administrative staff of Calhoun County may check out videos with special permit group or Friends of the Library group cards. 7-day check out period.