

## ***AUDIOVISUAL COLLECTION DEVELOPMENT GUIDELINES***

Components of collection management include: **budgeting, collection development, collection evaluation, deselection, collection preservation**, and the development of guidelines and procedures related to these activities. The University Librarian is responsible for managing the collection in collaboration with the librarians.

KPU Coast Capital Savings Library adheres to the Association of College and Research Libraries' recognized guidelines for resource management outlined in Standards for Libraries in Higher Education. In these guidelines, the term 'collection' refers to all materials held within Library-managed accommodation, and to the electronic resources to which the Library provides access.

### **General Statement of Purpose**

The purpose of the audiovisual collection is to support instructors in the presentation of information in their classrooms and to support the research and learning needs of KPU students.

### **Scope and Guidelines for Acquisition**

The audiovisual collection consists of the library DVD/video collection, as well as streamed videos available through the library catalogue or the Library website.

The majority of the DVD/VHS collection is located on open access shelving in public areas. Expensive and/or heavily used DVDs/videos are considered for storage in the AV workroom. DVDs/videos can be placed on AV-Reserve for short periods of time, generally two weeks or less.

The Library endeavours to be informed and respectful of any licensing restrictions that accompany the acquisition of DVD titles. The revised Copyright Act allows DVDs to be shown in the classroom without the need to purchase public performance rights, but they must still be legal copies (no taped copies can be shown). For more information on copyright and audiovisual material refer to the [Copyright Guide](#).

New titles are allocated among the campus libraries as follows:

- campus curriculum (e.g.) Fashion at Richmond
- booking and circulation records that indicate a subject gap on a campus
- titles in a series are generally kept together on one campus

- purchase of multiple copies of highly used titles is desirable; however, if the cost of multiple copies is prohibitive, then highly used titles are located at Surrey as the most central campus, to facilitate booking procedures

Purchases of DVD/Streaming Video for the collection are initiated by the Liaison Librarian for a subject area based on the following considerations (in priority order):

- Feedback from users indicating a need in a particular subject area or recommending a specific title(s). At present, we do not canvass all instructors of a discipline to ensure that a suggested purchase is warranted. We treat each request independently and we favour titles that have been previewed by the requester.
- Suggestions from the AV staff and librarians regarding gaps in the collection, the need for multiple copies and/or the need to update or improve a specific part of the collection.
- Frequency of use of audiovisual material in a subject area. It is acknowledged that not all instructional areas require video presentations; therefore, it is important to weigh frequency of use against a perceived lack of titles in a particular subject area. For example, we may purchase more DVD/Streaming Video titles in Business than in Physics.

Documentaries, cross-disciplinary material, feature film titles and specific skills DVDs are all added to the collection. No one type of DVD/Streaming Video has priority over the others.

Considerations in choosing a particular title for purchase are:

- titles that have been previewed rank higher than those not seen by the requester
- closed captioned, if available
- production date. There should be a good reason why a title older than 10 years is being purchased
- Canadian content is always preferred
- foreign language videos are purchased primarily to support instruction in Modern Language classes. Outside of this context, we do not favour the purchase of foreign language and/or subtitled videos
- cost
- Feature Films that are requested for use in conjunction with a course

Whenever possible, the Library endeavours to include interlibrary lending rights in its purchases; however, the lack of interlibrary lending rights will not prevent the Library from making a purchase to satisfy its needs.

### **Borrowing of DVDs/Videos**

DVDs/videos may be viewed by all in the Library. However borrowing of DVDs and videos is limited to current students and employees of KPU. Streaming videos can be viewed by all on the computers in the Library but offsite access to subscription streamed video collections is restricted to current students and employees. DVDs/videos are a three day loan when done over the counter. Longer loans may be possible upon request. KPU Coast Capital Savings Library operates a booking system that allows employees and students to book a DVD/video for a particular day/time and campus. DVDs can be requested to be brought over from another campus. Click [here](#) for instructions on how to how to request a DVD.

Click [here](#) for our Audiovisual Services Guide and [here](#) for our Films (DVDs & Streaming Videos) Subject Guide.