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Subject: MEDIA

Approved by: Management Group

Contact: Coordinator, Collections Management **Approved:** 28 November 2011

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I. POLICY

Media is defined as: CD, CD-ROM, DVD, and VHS, both commercially- and locally-produced.

See also CAP 302 “Accompanying Material in Electronic Format” which covers non-print items (CD-ROMs, DVDs, etc) accompanying print volumes.

See also CAP 421 “Licensing Policy” and CAP 422 “Internet Materials” which cover streaming audio and streaming video resources.

See also CAP 525 “Preservation and Reformatting of Archival Audio and Visual Materials” which covers archival materials.

Contact Information Technology Services (IST) Media Production Department for classroom media, media duplication requests, and media repair services.

Media will be acquired for the Libraries’ collections within the parameters of the collection development policies of each unit library.

Videorecordings (DVD or VHS) require public performance or educational rights in order to be shown in classrooms. The University’s Copyright Office will facilitate the acquisition of such media by addressing issues relating to previewing, viewing rights and copyright.

Videorecordings (DVD or VHS) for which public performance or educational rights cannot be secured may still be acquired, but must be clearly labeled “For Home Use Only”.

Sound recordings (CD) do not require public performance or educational rights in order to be performed in classrooms.

II. PROCEDURES

Procedures to Purchase/Add Sound Recordings

NOTE: These procedures apply to the purchase of new media titles, and also to the addition of gift donated/or pre-owned media titles.

1. All titles should be checked against the online catalogue by the unit libraries prior to ordering to avoid any unnecessary duplication.
2. A UML order request form ([see Attachment 1](#)) should be completed as per usual practice (including location and fund ID). Please attach as much information as possible, e.g., label, performers, conductor, URL. Order request forms are sent to Technical Services.
3. For gifts, a UML Gift Cataloguing form ([see Attachment 2](#)) must be completed and sent with the item to Technical Services.
4. Review of media for damage or technical problems is the responsibility of the individual unit libraries.

Procedures to Purchase/Add Videorecordings (DVD or VHS)

NOTE: These procedures apply to the purchase of new media titles, and also to the addition of gift/donated/or pre-owned media titles.

1. Unit libraries should check all titles against the online catalogue and IST's Media Catalogue prior to ordering to avoid any unnecessary duplication.
2. A order request should be sent (including library location and fund ID) to UM_Copyright@umanitoba.ca Please include as much information as possible, e.g. distributor, URL. If liaison librarians have a limit to the amount of public performance right fees, they are willing to pay, this information should be included in the email as well.
3. For gifts, a UML Gift Cataloguing form ([see Attachment 2](#)) must be completed and sent with the item to Technical Services. Normally we will not attempt to acquire public performance rights for gifts.
4. The Copyright Office will secure and archive the permissions, and will forward the order requests to Technical Services. The Copyright Office will also provide Technical Services with relevant information concerning vendors, discounts, and copyright restrictions. Technical Services is responsible for receiving and cataloguing the media. Note: Any costs relating to securing the public performance or educational rights will be paid from the fund ID supplied by the liaison librarian.
5. Technical Services will contact liaison librarians if a title cannot be purchased with the appropriate license.
6. Media added to the collection without securing rights will be labeled "Home Use Only" in the unit libraries.
7. Review of media for damage or technical problems is the responsibility of the individual unit libraries.

Duplication, Transfer, or Repair of Media

Duplication of media titles shall not normally occur due to copyright restrictions. Unit libraries wishing to duplicate a title shall first contact UM_Copyright@umanitoba.ca for permission to duplicate the title. If duplication is allowable, the unit library can contact the Media Production Department of IST to arrange for the duplication or contact Archives & Special Collections for a referral to an outsourcer for duplication or transfer. The Copyright Office will archive the permissions.

Transfer of media titles to alternate formats (including online or streaming) shall not normally occur due to copyright restrictions. Unit libraries wishing to transfer a media title to an alternate format shall first contact UM_Copyright@umanitoba.ca for permission to transfer the title. If transfer of media to alternate formats is allowable, the unit library is responsible for arranging the transfer. Contact Archives & Special Collections, or the Media Production Department of IST for information on transferring options. The Copyright Office will archive the permissions.

For repair of media titles, contact the Media Production Department of IST.