

Cypress College Library

MULTIMEDIA COLLECTION GUIDELINES

Cypress College Library has a multimedia collection in DVD and VHS format that circulate for individual and classroom viewing. The library's film collection includes but is not limited to popular titles, foreign movies, documentaries, instructional films and classics.

The Library purchases films that serve the teaching and learning objectives of the college. The Library makes a special effort to purchase films that promote an appreciation, recognition and understanding of diversity. Materials providing broad curricular support are preferred.

Factors that influence collection decision include:

- Availability and affordability of educational public performance rights.
- Curriculum relevance as demonstrated by faculty requests.
- Requests from the campus community.
- Balance within the existing collection.
- Preview by faculty or librarian before purchase.
- Favorable reviews.
- AFI listings, awards such as the Academy Awards, Sundance Awards, BFI Awards.
- Anticipated use.
- Accuracy and currency of the production.
- Available funding.
- Closed captioning.

The Library prefers to purchase wide screen DVD format with closed captioning. Aside from feature films, versions with public performance rights are preferred whenever possible. These may include films purchased from PBS, California Newsreel, and Films for the Humanities & Sciences.

Materials in the Multimedia Collection are protected by copyright regulations. Cypress College Library complies with applicable legal restrictions found in the U. S. Copyright law and with any unique terms and conditions that accompany the purchase of certain videos and DVDs.

For those films purchased with public performance rights, the Library will make an effort to place "Public performance rights" in the notes field of the title's catalog record. If the film does not have public performance rights or if admission will be charged to view the film, it is the responsibility of the user, not the library, to acquire public performance rights before showing the film at a club, faculty or staff meeting or a screening open to the public. This includes an instructor showing a video as part of the curriculum, but inviting people who are not enrolled in the class to attend. It also includes small groups who want to view a film for entertainment in a public area. Procuring public performance rights may incur a fee. Users can consult a librarian for assistance in identifying the distributor and / or producer who may hold the rights to the film.

Some titles are placed in the Reserve Collection with limited circulation. These items are library use only, but may circulate outside the library to faculty for classroom use or for screening on campus when public performance rights are available.

Because of high usage and the limited size of the library's collection, videos are not available for interlibrary loan.