

## ***COLLECTION MANAGEMENT: Audio Visual Collection***

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.

Kwantlen Polytechnic University 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.

## ***Audiovisual Collection***

Acquisition and collection development guidelines:

- The primary purpose of the audiovisual collection is to support instructors in the presentation of information in their classrooms. The secondary purpose is to support the research and learning needs of Kwantlen Polytechnic University students.
- The audiovisual collection consists of the library VHS/DVD collection, as well as streamed videos available through the library catalogue or the Library website.
- The majority of the VHS/DVD collection is located on open access shelving in public areas. Expensive and/or heavily used VHS/DVDs are considered for storage in the AV workroom. VHS/DVDs 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 public performance and/or licensing restrictions that accompany the acquisition of video titles. All VHS/DVDs or streamed videos shown in a classroom must have Public Performance Rights. All new audiovisual titles added to the Library collection are purchased with educational Public Performance Rights. VHS/DVDs without public performance rights that have been

added to the collection in the past will remain in the collection if they circulate regularly. For more information on Public Performance Rights see the [Copyright Guide](#).

- The Library will purchase Feature Films that are requested for use in conjunction with a course if they are covered under Kwantlen's Feature Film Licence. For more information see [Feature Film Licence](#), [Studios/Producers covered](#), and [Guidelines](#) for showing Feature Films.
- The purchase of multiple copies of highly used titles is encouraged; 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.
- New titles are allocated among the campus libraries as follows:
  - campus curriculum (e.g.) Fashion Design at Richmond
  - booking and charging records that indicate a subject gap on a campus
  - titles in a series are kept together on one campus
- The allocation of VHS/DVD/Streaming Video funding to various subject areas or for specific titles within the collection is decided upon by the Audiovisual Librarian and it varies from year to year. Considerations are (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 canvas 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 VHS/DVD/Streaming Video titles in Business than in Physics.
- Documentaries, cross-disciplinary material, feature film titles and specific skills VHS/DVDs are all added to the collection. No one type of VHS/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
- 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.

We support the Video-Interlibrary-Loans' Guiding Principles as endorsed by the Media Exchange Cooperative.