

GUIDELINES FOR CIRCULATION OF HISTORY MEDIA CENTER COLLECTIONS

The History Media Center adheres to the principle that all authorized faculty and students should have equal access to the Department's collections of slides, videos, and transparencies. These materials should be available to all users as much as possible.

- Users should select their materials on the day before or the day they plan to use them and return them to the Center immediately after use.
- Users should itemize the materials they are borrowing on the HMC checkout form.
- Materials should not be kept outside the History Media Center, i.e., at home or in an office, for longer than 24 hours.
- Materials may be set aside in the History Media Center for up to two classroom days, provided the user indicates the general theme so that others may access them, with the obligation to return them speedily.
- Patrons who use the History Media Center slides off campus may ask the Curator or the Chair of the History Media Center committee for some slight modification of these guidelines, but the Curator and the Chair must bear in mind the needs of the History Dept. as a whole.
- Individuals who repeatedly fail to follow these guidelines may find their media privileges suspended.

Note from Curator:

Videos

- A video card must be signed and dated and placed in the file box located on the cabinet that contains the videos.
- Users should select their videos on the day before or the day they plan to use the videos and return them to the Center immediately after use.
- You may send a request for videos to the Curator to be reserved for your use on specific days. This information will be added to the video schedule. You may either pick them up or have them delivered to the Main History Dept. office the day before you plan to use the video.

The History Media Committee also reviewed the resource production policies and agreed that these policies need to be followed more closely:

History Media Center Resource Production Policies

Slides, transparencies, image digitization

Resources to be included in the HMC collections are free of charge

- All requests must be accompanied by a form that lists the source, page number, geographic area, and brief description for each image. Forms will be available in the main history department. Forms may be hand written, but **MUST** be legible. If you wish to use a computer, a Word form is available by request.
- Transparency requests must be made at least one week in advance. Slide requests must be made at least two weeks in advance. The film we use comes in 36 exposures, so if fewer than 36 images are requested, more time will be need to fill up a roll. Image digitization will depend upon the nature of each request.
- There is a limit of 50 images per course, per semester for graduate students and s-contract instructors.
- Please refer to the Fair Use Guidelines for Educational Multimedia before making request for images. Here is a link to the PBS Video Database which has a good summary of these guidelines: http://pbsvideodb.pbs.org/about/fair_use.asp
 - **Motion media:** Up to 10% or 3 minutes, whichever is less.
 - **Text:** Up to 10% or 1000 words, whichever is less.
 - **Music, lyrics, and music video:** Up to 10%, but in no event more than 30 seconds, of the music and lyrics from an individual musical work.
 - **Photographs and illustrations:** An entire work may be used but no more than 5 images by an artist or photographer, and no more than 10% or 15 images, whichever is less, from a published collective work.

Resources for personal collections will have an “at cost” charge

\$0.60 per slide

\$1.00 per transparency

\$1.00 per color photo on photo paper