

EASTERN UNIVERSITY

WARNER MEMORIAL LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/Warner Memorial library	
SUBJECT: Media Services & Collection Policy	Page 1 of 2
Policy Number:	Supersedes:
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Warner Memorial Library contains a rich collection of non-print, physical audiovisual materials. Located on the Upper Level in and around Room 300 in the Upper Level Atrium are:

- **DVDs** (feature films, documentaries, and lectures)
- **Music CDs**
- Recordings of EU **Windows on the World, Chapel, Conversations that Matter, Convocation**, and additional special campus events

Included in Room 300 are various pieces of equipment for playback purposes, including a CD player, DVD player, and television set. Students may watch media placed on reserve using this equipment while in the library.

There are also over 80,000 electronic streaming videos available for patrons across subscribed platforms.

Media Collection Policy

The Media Collection's purpose is to support the University's mission, aims, and goals for scholarship and student development. Therefore, the guiding collection development principles for the library's media resources are as follows:

- To collect material that supports the academic curricula of the University and library users.
- To collect material that supports the general needs for research and advanced study.
- To collect material that contributes to library users' intellectual and recreational interests, augmenting University's curricula.

The primary focus of the media collection is instructional support rather than general entertainment value, with exception to physical formats held onsite including DVDs and CDs. Final responsibility for material selection rests with the Library; however, faculty input as well as recommendations from students and the library staff will be seriously considered during the selection process.

Electronic streaming media is made available for on campus and remote users through subscription to various platforms such as Swank Digital Campus and Academic Video Online. Faculty may make requests for streaming media or place media on physical reserve to support their courses, as explained below.

Media Services Policy

All physical media can be circulated by any eligible member of the Eastern University community, as per the library's Circulation Policy. Physical media can be checked out for **7 days with one renewal and a C**

Currently, streaming media can be located in one of 3 subscribed platforms: Swank Digital Campus, Academic Video Online, and Psychotherapy.net. Any media found on these platforms can be viewed online using direct linkage within the platform. Streaming media may also be located using open access platforms such as YouTube; however, please ensure that all usage of media follows Academic Honesty and Copyright guidelines held by the University.

Use of Media in Courses

Faculty may use either streaming media from our resources or a physical copy of media in their coursework. We encourage Faculty to choose media from either Swank Digital Campus, Academic Video Online, or Psychotherapy.net, as media on these platforms have been specifically purchased for streaming rights in classroom viewing. **Keep in mind that licenses for films in Swank Digital Campus will expire after one year.**

Please search within these sites for available titles. When films are not available in Swank, they may be available through another vendor. Please contact Chelsea Post for assistance. Often films are available on one or more public streaming sites (Netflix, Amazon Prime, YouTube, etc.). Students will be responsible for purchasing access to a film that is required for a class (usually \$2.99- \$5.99). Use the site justwatch.com to search for availability.

In most instances, **you will not be able to stream the media to your class through Zoom.** This is due to distribution rights set by the platform itself. Please make arrangements to have students watch the media as part of an assignment individually, or an in-person classroom setting.

If you would like to request a title to be added to any platform, contact Chelsea Post for assistance. The title will be added based on availability, copyright permissions, and digital rights.

Physical media can be placed on reserve for students to view while in the library. Media can also be checked out from the Circulation Desk for viewing in classrooms. However, for TAs to check out materials for your course, you will need to gain permission from Chelsea Post. Please see the Reserves Policy for more information.