



AUDIOVISUAL SERVICES CENTRAL LIBRARY INFORMATION FOR ACADEMIC STAFF

FACILITIES AVAILABLE

Forty individual viewing and listening booths, five small group viewing rooms, and one large screening room able to seat thirty people, are available.

The screening room (Room 201) is available for University academic staff to use in the course of their teaching. It houses a video projector and a two metre screen. There is playback equipment for video cassette tapes, digital video discs, laser discs, compact discs and audio cassette tapes. The equipment can accommodate VHS formats PAL and NTSC as well as standard and long play. Overhead and slide projectors are also available. The video projector is able to serve as a data show being ideal for power point presentations.

To schedule a time to use this room please contact the staff at AV Services.

Equipment is provided for the consultation of Library held AV materials. However, upon approval students may consult material not held by the Library when it is related to a University course. AV equipment is not available for hire. This is available through either Teaching Facilities Administration, West lane, Information Services Building, Albany Street or Dunedin College of Education AV Unit, Owheo Building, Union Street.

HIGH DEMAND AV MATERIAL

To facilitate access high demand AV material can be indexed within the Reserve Collection menu option of the Library Catalogue. This will enable students to book material for up to a week in advance. Please contact staff at AV Services if you are referring your students to AV materials as core course requirements.

LOAN OF AV MATERIAL

Copyright and performance rights restrict where AV material can be used and to whom it can be screened.

On application University of Otago staff involved in teaching or research may borrow AV material for use in other venues on the University campus for the purposes of course preparation, research, and for screening to University staff and students only.

No AV material may leave the Library until either the Assistant Librarian or the Library Assistant at AV Services has approved an application for loan. Applications may be made at any time but are only approved from Monday to Friday between 8:30am and 5:00pm.

Please note that AV material is issued for the time that it is being consulted and is normally not issued overnight. Booking material in advance is recommended to help to ensure that it is available when required. An online booking form is available at <http://www.library.otago.ac.nz/services/avform.html>

In special circumstances, University of Otago students, with written permission from course supervisors, may apply to borrow material for use away from the Library. An application may be approved only when the purpose of borrowing is for the screening of AV materials for teaching purposes (class presentations) within the University campus.

Forms are available to facilitate this process.

TELEVISION PROGRAMMES RECORDED

Selective television programmes are recorded off air to support teaching requirements. These programmes are only copied for retention in the Collection. Current affairs and news programmes are not generally copied. All free to air terrestrial channels are received. Teaching staff are invited to contact AV Services staff to recommend the recording of a programme. All off air recordings are made and issued under the conditions of the Copyright Act 1994.

AV Services do not provide a general recording or duplicating service. These services are available in the Computer Resource room, ground floor, Burns Building, Albany Street or Dunedin College of Education AV Unit, Owheo Building, Union Street.

ORDERING NEW MATERIAL

Recommendations for any new audiovisual materials should be referred to Simon Hart at AV Services. Publishers' catalogues on various subjects are available on request.

DEPOSITING YOUR OWN MATERIAL

When depositing your own material in the Library for distribution to students please keep in mind that if this material is a duplicate of an original item that has been published then the Library also requires written permission from the copyright holder authorizing the duplication. In addition, copyright legislation does not permit the Library to distribute material that has been captured from an overseas broadcast.

WHO TO CONTACT

AV Services is managed on a daily basis by Assistant Librarian, Mr. Simon Hart, with the assistance of Ms Christy Paterson. Either Simon or Christy are available from 8:30am to 5:00pm Monday to Friday. Outside these hours AV Services is staffed by Desk assistants.

Phone number: (479) 7557

Email: audio.visual@library.otago.ac.nz

Internet: <http://www.library.otago.ac.nz>