



Audiovisual Services Central Library Information for Academic Staff

Using AV material in teaching

A current ID card is needed to use any of the AV material, equipment and group viewing rooms.

AV material is issued for the time that it is being consulted and is normally not issued overnight.

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.

AV material may only leave the Library with prior approval from by the Library staff (Monday-Friday 8:30-5pm).

Booking material in advance is recommended to help to ensure that the material is available when required. AV material can be booked by library staff at any of the Lending or Reserve desks. Bookings can also be made via 'phone or [email](#).

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 at the AV desk.

Copyright

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

Recordings of television broadcasts, live TV, web broadcast and other online AV resources are limited to use by University of Otago students and staff.

Course material

Course related material can be placed on reserve within the AV collection. Please use the [online form](#) or email audio.visual@otago.ac.nz.

Personal copies can be placed on reserve. If the material is a copy of an original item that has been published then the Library also requires written permission from the copyright holder authorizing the duplication.

Copyright legislation does not permit the Library to distribute material that has been captured from an overseas broadcast.

Recording Television Programmes

All off air recordings are made and issued under the conditions of the Copyright Act 1994 and Screen rights licence.

Selected television programmes are recorded off air to support teaching requirements. These programmes are only copied for retention in the Collection.

All free to air terrestrial channels are received, but current affairs and news programmes are not generally copied. Teaching staff should contact AV Services staff to recommend the recording of a programme.

Viewing facilities

The Central Library has a screening room (room 201) available for University of Otago 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 also serves as a data show for Powerpoint presentations. There is a network connection in this room.

Teaching staff can book the screening room with the assistance of library staff.

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.

Ordering New Material

Recommendations for any new audiovisual materials can emailed to audio.visual@otago.ac.nz. Publishers' catalogues on various subjects are available on request.

Web Broadcasts & Online Resources

Web TV and radio broadcasts and other online AV resources can be accessed by University of Otago students and staff from the computers in the AV Services area.

www.webtvlist.com

video.google.com

www.archive.org

video.aol.com

www.blinkx.tv

www.lib.berkeley.edu/MRC/onlinemedia.html

Related Services on Campus

Recreational viewing facilities are available through OUSA

Editing and copying services are available in West CAL, Union St

Equipment hire is available through Teaching Facilities Administration, West Lane, Information Services Building, Albany St