



Audiovisual Services Central Library

Study Material Available

Audiovisual Services provides access to DVDs, videos and CD including: movies, music, documentaries, advertising and TV programmes for use in the Library.

Live TV, web broadcasts and other online AV resources can also be consulted.

Viewing Facilities

The Central Library has individual viewing and listening booths and five group viewing rooms available for consulting the Library's AV resources. The viewing rooms are available for groups of University of Otago students and staff only and all users must present a current ID card.

There is also a screening room with seating for 30 people that University of Otago academic staff can book for class sessions. Teaching staff can book the screening room with the assistance of library staff.

Copyright

Copyright and performance rights may restrict access to some material for non University of Otago students and staff.

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

How to find AV material

Search the Library catalogue:

AV material held by the Library is listed on the Library catalogue. There are several ways to find material. Searches performed using the **Keyword** tab will find records with the searched term found in the title, author, performers, credits, and the summary and contents notes.

Refine your search:

To limit your search to just videos, use the **Basic** search tab and limit to **Videos/DVDS**

For a list of movies by country, use the **Subject** search tab and type in *Feature Films*

To limit your search to sound recordings, use the **Advanced** search tab and include the term *sound recording* as a **phrase** and use **and** with the rest of your search terms.

To find Course related AV material, use the **Course Reserve** search tab and select your course code in the **Course** menu and AV in the **Library** menu.

Searching for recorded music:

To locate a specific piece of music or a musical work, works by a specific composer, conductor, performer or musical group use the **Advanced** search tab.

For a list by specific types of musical works, use the **Advanced** search tab and search within **Keyword**.

For works by a specific composer, use the **Advanced** search tab and search by **Author**.

Borrowing AV material:

Please bring the **call number** for the item to the desk. This can be found at the bottom of the library catalogue record.

AV material in Storage:

AV material held in Leith St can be requested via the library catalogue. Look up the item record and select **Make a Request** and choose **Callslip** as the request type. Items will then be available at the AV Services desk the following weekday afternoon.

Using AV material

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

Copyright and licensing agreements mean that friends, colleagues and family are not entitled to use the resources.

Headphones and remote controls are issued from the AV Services desk.

All AV material and equipment is issued for up to 3 hours. Fines are incurred for any items that are not renewed or returned on time. AV material can be renewed twice provided there are no bookings at that time. University of Otago academic staff may borrow material for teaching purposes until the end of the day.

AV material that is not held by the library may only be played on Library equipment if it is specifically related to a University of Otago course. Ask at the desk for permission. All videocassettes must be cleaned by Library staff to protect the equipment. This may take up to 5 minutes. The Library is not responsible for any damage caused to these tapes while being used in the Library.

Students who need to use AV material in University class presentations must make prior arrangements with a signed approval from the course supervisor. Ask at the desk for an application form.

Equipment is provided for consulting material held by the Library and is not available for hire, duplication or editing.

All AV material and group rooms can be booked with the assistance of Library staff.

Live TV

Live local and international TV is available in the group viewing rooms. Copyright limits viewing access to University of Otago students and staff. Websites detailing the broadcasters programming are listed on the Library webpage.

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