



Guide to Audiovisual Services at Central Library

Study Material Available

At Audiovisual Services you can get videos on cassette tape, laser disc, and DVD covering a huge range of subjects including:

Movies - feature films, silent films, and short films, from China, Italy, France, Germany, Russia, New Zealand, Australia, Britain, America, Spain, India, Sweden, Japan, including animation, art house, film noir, science fiction, queer cinema, westerns, romance, comedy, melodrama, historical, and movies about movies...

Documentaries - archival footage, current affairs, propaganda, ethnographic films, commentaries, interviews and biographies about authors, artists, and filmmakers, covering art and architecture, dance, design, wildlife and natural history, environmental issues, globalisation, culture and religion, gender and identity, psychology, anthropology, business leaders, companies, the economy, statistics, accounting, communication, customer service, business ethics, advertising, historical figures and events, political leaders, war, colonisation...

TV programmes - including plays, poetry, dramatic adaptations, of Shakespeare, Jane Austin, Charles Dickens, Chaucer, James Joyce, Katherine Mansfield, Janet Frame, James K Baxter, Dennis Potter, Fay Weldon, Harold Pinter, Toni Morrison...

Advertisements - of products and services, winning and innovative examples from all over the world, both old and new examples.

Music videos, and documentaries about instruments, musicians, composers, conductors, singers, musicals, operas, as well as LPs and CDs featuring medieval, renaissance, baroque, classical, and contemporary music.

Other formats - along with a collection of recorded music there is also information available on audiocassettes, interactive compact discs and slides.

Location

Audiovisual Services is located on the second floor of the Central Library.

HOW TO FIND AV MATERIAL

Search the Library Catalogue

To find specific AV material you need to search the Library catalogue. There are several ways to find material. Using the first option of *Keywords* will search words found in the title, author, performers, credits, and the summary and contents notes.

Refer to the *Guide to the Catalogue* for general assistance.

Refining Your Search

There are things you can do to limit and refine your search:

- **VIDEOS:** to limit a search to just videos use you first need a set of search results from a *Keyword* search. From there select L to limit, enter 1 for media, 1 for the operator = , then enter the full word videorecording.
- **FILMS:** to get listings of films by country or genre use the *Subject Keywords* option and search the words feature films.
- **MUSIC:** to limit your search to just sound recordings you first need a set of search results from a *Keyword* search. From there select L to limit, enter 1 for media, 1 for the operator = , then enter the two words sound recording.
- **COURSE MATERIALS:** the Reserve Collections option offers you the choice of searching for core course materials. Within each option you can search under *Course code* and *Lecturer name*.
- **INTERACTIVE CDs:** to get a listing of all interactive compact discs search under the *Exact Subject* heading *Interactive Multimedia -Compact Disc*.

Searching for Recorded Music

- To locate a specific piece of music or musical work, works by a specific composer, conductor, performer, or musical group search under *Keywords*.
- To get listings of specific types of musical works search under *Subject Keywords*.
- To get listings by a specific composer search under *Exact Author*.

Using AV Material

You will always need your OUSA student, Staff or Library identification card to use any of the material, equipment, or group viewing room in the Audiovisual Services area.

All AV material can only be used in the Audiovisual Services area.

We always need the to know the format and call number so that we can locate the item on the shelf. When you have found what you want please note this information down. It is listed in the catalogue on the last screen at the end of the record. eg:

Title Behind the scenery

CALL NUMBER	STATUS	BARCODE	LIB
FORMAT ->1. Cen:Video Tapes	In	091855330	C
CALL NUMBER ->		O92280/10	

Headphones and remote controls are issued from the desk. You will need an identification card for each set of headphones required. Each card must correspond to the person who will be consulting the material.

All AV material and equipment are issued for up to three hours. Staff at the desk will advise you when materials are due. Please note that fines are incurred for anything that is not returned or renewed on time. Renewals often cannot be approved if there is demand from other people.

Using Material Not Held by the Library

AV material not held by the Library may only be played if specifically related to a University course. Ask at the desk for permission. Upon approval, all videocassette tapes must first be cleaned by desk staff. This is to help protect AV equipment and may take up to 5 minutes. The Library is not responsible for any damage incurred to these tapes while being viewed.

Using AV Equipment

If you have any problems with operating the AV equipment let the staff at the desk know and they can help. AV equipment is not available for hire.

Group Viewing Rooms

Rooms are available for groups of University of Otago students and staff to consult AV material that is held by the Library. To use them each person must first present their identification card to the staff at the AV Services desk. Bookings for the use of these rooms may be made at the desk.

AV Material in High Demand

If material is in high demand you may request the staff to make a booking for you. However, you may have to wait a short time for equipment to become available.

No Food and Drink

The Library's no food and drink policy is strictly enforced in the Audiovisual Services area. If you consume food or drink around electrical equipment you not only put yourself at risk, you also risk damage to AV materials.

Copyright and Copying

Equipment is available for copying music onto audio cassette tape. Any copying must be within the parameters of the Copyright Act 1994. For details of these parameters please refer to the notice posted with the equipment. There is no equipment available for the copying of videocassettes.

Copyright and performance rights may restrict you from using some materials if you are not a University of Otago student or staff member.

Other AV related Services on Campus

- Health Sciences AV material is held in the Dental Library, 1st floor, Dental School, Great King Street.
- Language material is held in the Language Learning Centre, Arts 1 Building, Albany Street.
- Recreational viewing facilities are available in the Clubs and Societies Building, Albany Street.
- Editing and copying services are available in the Computer Resource room, ground floor, Arts 1 Building, Albany Street or Dunedin College of Education AV Unit, Owheo Building, Union Street.
- Equipment hire is available through either Teaching Facilities Administration, ITS, CS Building or Dunedin College of Education AV Unit, Owheo Building, Union Street.

Help!

If you have any questions, or problems please ask the staff at the desk.

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