

ARCHIVAL MEDIA COLLECTION DEVELOPMENT POLICY

The College of Wooster will collect archival images on DVD to document the history of campus life and events. The following activities/events will be automatically scheduled for taping each year, with the understanding that written permission will be obtained from all presenters/entertainers so as to be in compliance with copyright restrictions:

- Convocation will be taped to document annual presidential addresses.
- Commencement will be taped to document the annual commencement addresses and faculty / student procession.
- Faculty at Large series will be taped to document the continuing work and interests of faculty.
- Other lectures and performances may be taped to document and support the first-year program and general curriculum.

Copyright permission will be obtained by the department / person coordinating the event.

The Head of Circulation and Media Services will receive the master for these events and be responsible for delivering the final processed master to Special Collections.

Other events will be considered for taping on a case-by-case basis. As we monitor requests for taping of campus programs and events, this policy will be revised in accordance with campus needs.

**Draft proposed by T. Bordac, D. McCartney, P. McVay, and D. Monbarren 28 Jul. 1994
Rev. Fall 1995 to include Homecoming Parade, to remove Great Decisions series.
Rev. Summer 2005 to remove Homecoming Parade, to add Faculty at Large series to reflect current practice of taping the Faculty at Large series. Rev. Summer 2015 to remove I. S. parade, since the college is no longer taping the event, and to remove Wooster Forum Series, since the college has decided as of summer 2015 to support the FYS program via lectures funded through other programs. Also, to switch to current DVD format.**

ARCHIVAL VIDEO POLICY

I. Collection Development

The College of Wooster will collect archival images on DVD to document the history of campus life and events. Images will include student and faculty activities, such as commencement and the Wooster Forum series, as well as presentations and lectures that occur on campus and support course curriculum.

All presentations, lectures, and campus events will be taped only when the college has obtained written permission from presenters/entertainers so as to be in compliance with copyright restrictions. Copyright permission will be obtained by the department/person coordinating the event.

II. Housing and Access

All archival master copies of DVDs will be housed in Special Collections and viewing copies will be housed at the Andrews Circulation Desk on Course Reserves. All DVDs will be catalogued and titles will be accessible via CONSORT.

III. Patron Viewing and Circulation

Andrews Circulation Desk will provide support for patron viewing in keeping with current department Media circulation policy.

IV. Format

All archival images will be on DVD format.

Draft as proposed by T. Bordac, D. McCartney, P. McVay, and D. Monbarren 28 Jul. 1994
Rev. Fall 1995
Rev. Summer 2005 to reflect name change to IMC and CONSORT catalog.
Revised Summer 2015 to reflect change to Circulation and Media Services and to reflect change of format to DVD.