

HARRIS LIBRARY **VIDEO PURCHASE & PREVIEW POLICY**

Because vendors' purchase policies and pricing structures differ for libraries and individuals, the Harris Library needs to purchase all videos directly from the vendor (publisher or distributor). We cannot pay invoices for material ordered by or invoiced to an individual. Videos bought by libraries have different restrictions (including usage and copyright) than those purchased individually.

When we order a video our specifications include that the item will be used for educational and classroom use. We usually have a variety of options, based on the vendor's policy, such as 1/purchase cost with reduced or free replacement charges (with proof of **library** purchase) should the tape go bad; 2/lease for the life of the tape, which may include reduced replacement costs; 3/information as to copyright restrictions such as how or where the video may be used; and 4/special library pricing (which may at times include discounts up to 20% off list price).

Therefore, the Harris Library can only offer the following two purchase and/or preview choices.

Procedure 1:

The faculty member will discuss all video requests with their Concentration Chairperson. The Chairperson will notify a Harris Library Collection Development staff member of a video title they would like to purchase or preview. The Collection Development staff will make sure it is not already owned, and will forward the necessary information to the Harris Library's Acquisitions Dept. The Acquisitions Dept. will make arrangements for the purchase and/or preview and handle all contacts with the vendor (publisher or distributor) of the video.

The item will be ordered based on the publisher's policies for purchase, previews, on approvals, or 30-day return of purchase. No previews will be available for items that must be prepaid or that do not permit return after opening a sealed package. Acquisitions will notify the requestor and Collection Development when the item arrives and what date the video must be previewed by (based on the return date). Once previewed the faculty member will return the video to Collection Development along with a completed evaluation form and their recommendation to keep or return the video. The Collection Development staff member will return the video to Acquisitions along with a final decision to purchase or not. The Acquisitions Dept. will process the video based on the final decision and the method obtained. The library will pay all charges incurred in obtaining and returning preview copies, as well as all charges incurred for purchasing the video. Exception to this will be on items where prior agreement has been reached that the cost of the item will be shared with the library. When that agreement is made a fund account name and number needs to be supplied to the library. Once the video is received it will be cataloged and the faculty member notified that it is available for use.

All faculty members should be very selective in the items they wish to preview. Too many returns in one fiscal year may result in requests for additional previews being rejected. Also, items not viewed when received on preview status will automatically result in additional preview requests being rejected. Any preview items received that have not been viewed by the requesting faculty member will be returned without purchasing. Note: We still pay shipping/handling charges both ways for previews.

Procedure 2:

The faculty member contacts the company directly and obtains the video to preview. It is previewed and an evaluation of the video is written. Once the video has been previewed, the faculty person returns the preview copy of the video (by traceable means) to the company they received it from. The faculty member should discuss all video purchases with their Concentration Chairperson and a Harris Library Collection Development staff member. The Concentration Chairperson will forward all purchase recommendations to the Collection Development staff with full information about the specific video and vendor, as well as an evaluation of the video. When returning a video once the library purchase is approved, the faculty member can inform the vendor that their library will be sending a formal order for the video at a later date. The faculty person is responsible for paying any and all necessary charges. If the faculty member has been billed for the item it will be up to the faculty member to take care of the bill. The Harris Library will not accept copies ordered or received by a faculty member (unless it is a donation to the Harris Library). The Harris Library will not pay for items billed to individuals.