Linscheid Library  
Audiovisual Services Policies

The Audiovisual Department provides a variety of support services for the East Central University campus and surrounding communities.

Circulation of Audiovisual Materials:

1. The Audiovisual Department circulates videos and DVDs for a period of 3 days (with no renewal) to students with a valid ECU ID. Circulating videos are limited to feature films that are owned by the library, with the exception of titles that have been placed on reserve for a particular class.
2. Faculty can check out videos and DVDs for a period of two weeks with no renewal.
3. To minimize damage to library materials, please do not use the library book return to return audiovisual materials.
4. A processing fee of $10 will be incurred for billed items. However, overdue notices will be sent through campus email prior to the point that the item is billed. Failure to receive an overdue notice does not constitute grounds for disputing a bill. Replacement cost of the video will be charged in cases of loss or damage.

Patron Responsibilities for Audiovisual Materials:

1. All materials in the collection are subject to copyright restrictions and may not be copied, videotaped, duplicated in whole or part, altered, or edited in any manner without written permission from the copyright holder and the Audiovisual Department.
2. No materials may be cablecast or telecast in whole or part without written permission from the copyright holders.
3. The user will be responsible for previewing all materials prior to showing. The library is not responsible for material content.
4. No admission fee may be charged for any showing where material belonging to the Audiovisual Department is used.
5. Audiovisual materials on loan from the library may not be used for commercial distribution or displayed in a public forum (school, daycare, etc) regardless of financial gain.
6. Materials may not be loaned to other groups, organizations, or individuals.
7. The user is liable for all damage to (beyond normal wear) or loss of materials while in the user's possession.
8. Damaged items should be returned to the Audiovisual Department as soon as possible for proper repair.

In-house Use of Audiovisual Materials:

Patrons may view videos and DVDs in the Audiovisual Department’s preview area upon presentation of appropriate ID (i.e., ECU ID, driver’s license, or other picture ID).
Equipment Services:

The Audiovisual Department provides equipment for classroom use. For the best possible service, please adhere to the following guidelines:

1. Audiovisual equipment and/or materials should be scheduled at least 24 hours in advance of the time they are required. With shorter notice, the Audiovisual Department cannot guarantee equipment or staff availability.
2. If equipment is moved from its scheduled location, please contact the Audiovisual Department so the new location can be noted.
3. Should a piece of equipment malfunction during use, call the Audiovisual Department at extension 5490. Repairs will be made, or a replacement will be secured for your use.
4. If you need specialized equipment, every effort will be made to locate it and assist you in setting it up.
5. If you need assistance connecting the Audiovisual Department’s equipment to your own (e.g., a personal laptop to a departmental projector), please contact the Audiovisual Department.
6. Student assistants make equipment pick-ups daily. Please let us know if you would like the equipment picked up at a specific time.
7. No material or equipment is to be removed from the Audiovisual Department without the expressed permission of the Audiovisual Assistant or Audiovisual Librarian. All equipment and materials are to be signed out.
8. Materials and/or equipment may only be taken off campus with prior approval of the Audiovisual Assistant or Audiovisual Librarian.

Please be aware that inclement weather may prohibit delivery of certain kinds of audiovisual equipment. For example, TVs or DVD players may not be delivered when it is raining or icy. We will gladly reschedule or propose an alternate solution.

Digital Services:

The Audiovisual Department can convert many types of analog media such as VHS tapes, audiotapes, and vinyl records to more stable digital media such as DVDs and CDs subject to copyright restrictions. Please note that converting older media can be risky, as these items can damage easily.

The Audiovisual Department has two Mac computers with Final Cut Pro available for students and faculty to use. The use of editing workstations must be scheduled ahead of time.
Lamination, Mounting, & Binding:

The Audiovisual Department can laminate printed items up to 43 inches wide. The service is free for university departments and offices, but there is a minimal charge for personal requests.

Printed items can be mounted on foam core. Departments using a printing allotment will have to double the square footage of a print job if they request foam core mounting. Otherwise, the charge is the same rate as poster printing.

The Audiovisual Department can also provide simple spiral or comb binding to departments or individuals. Charges for binding are based on comb or coil size.

Audiovisual Services Price List

Color Laser Printing:
Patrons are welcome to use our color laser printer. Printouts are fifty cents per page. Multiple copies should be made using the library’s color copier.