

Women's Studies Program

Video & Media Borrowing Policy & Procedures

1. **All DVD's /videos must be reserved/signed out**, in the Red Reservation Notebook, and on the user card, inside the card box (when you sign it out)... Please write your name, phone number and e-mail address.
2. **Only Faculty** (i.e. Tenure-Track and Adjunct Instructors) may sign out videos and other media from the Women's Studies Program Office. (This includes books, magazines, slides, etc.)
3. **Faculty from other departments** and offices may borrow Media, but in the case of a conflict, a **Women's Studies Faculty member has priority**. Faculty from other departments must leave contact information and may borrow only with the above understanding and agreement with the policies.
4. **Media may be borrowed for class time only**. This means signed out before the class and returned to the office as soon as the class is over. There are only two exceptions: an evening class or to request a preview. In the case of an evening class, a DVD/video can be picked up before the office closes, or e-mail a request to have the media placed in your office mailbox. The video should be returned as soon as possible the next business day (during business hours). If you return it after hours, please place it in Faina's Mailbox.
5. **Reservations and requests to preview** can and should be made in advance as far as possible (at least 48 hrs). You can write reservations in the book itself or e-mail or telephone your request to Faina or your TA and we will write it in the book for you. Requests to preview are second to reservations for a class time. If you make an arrangement to pass along a video to someone else, **please** e-mail Faina so we can check for prior reservations. Requests to preview are for overnight only on week days. A request may be made for the weekend, which means from closing on Friday to opening on Monday. This makes videos available for the most time to the most people. If someone has a video reserved for the next day and you want to preview it (in the case of an overnight) I ask that you wait for some other day so as to avoid the unforeseen mishap that would possibly prevent the video being available for someone's class time.
6. **Teaching Assistants (WS undergrad, grad TA's from other disciplines)** may collect and return videos for you, **IF** arranged with me ahead of time, **each semester**. This is so I know who the student is and can make sure they are aware of the policies and procedures. Occasionally WS work-study students may be available to deliver or pick-up videos for you in an "**emergency**", but please don't come to depend on this as their schedules vary each semester and they may be providing coverage for me when I am out of the office.
7. **Other video usage**. Students who miss a video in class may come to the Women's Studies Office to view, but only under the following conditions. They **MUST** call ahead to reserve the Conference Room and to check on the video's availability. **No "walk-in's" please**. The Conference Room has consistently been used as a classroom every semester, and is also used for meetings and student conferences. These all have priority over the space. A student walking in at lunch time or at four pm, to watch an hour long video doesn't work for me or for them.

The space is **NOT** available in the evening, even if you might be here for office hours etc. The best **solution** is to check Diamond Library for the title and put the film on Reserve in the Multimedia Room. If the Diamond Library does **not** have the title please see me to work something out.

Occasionally we do allow other groups: Women's Commission, SHARPP, OMSA etc. to borrow a video for an event. Again, this must be arranged ahead of time, with Faina and only with agreement with the above policies.

*Anything other than the policies stated above is an **EXCEPTION**, and can only be approved by request ahead of time or by the Assistant Coordinator of Women's Studies*