

NORTHERN ILLINOIS UNIVERSITY LIBRARIES POLICY:  
Media Services Policy

APPROVED BY: Management Group

EFFECTIVE: 2/97

REVISION DATES: 12/00, 3/01, 8/02, 10/05, 7/10, 12/14

## **PURPOSE**

The primary purpose of the media collection is to provide support for the instructional programs at Northern Illinois University. This collection also supports research activities pertaining to films, DVD's and video recordings.

## **COPYRIGHT RESTRICTIONS**

All films, DVDs, and video recordings are protected by the Copyright Law of the United States and subsequent amendments to the law, including the Digital Millennium Copyright Act of 1998. The rights of copyright include the rights of reproduction, adaptation, distribution, public performance, and display. All of these rights are subject, however, to "fair use," depending on the purpose of the use, the nature of the work, the amount of the work used, and the effect the use has on the market for the copyrighted work.

Ordering and use of films, DVD's, and video recordings constitutes an agreement to observe the Copyright Act by not duplicating or distributing them via the Internet or by other means. Permission for duplicating and distribution must be secured directly from the copyright holder. The NIU Libraries cannot grant these rights.

In-classroom showing of copyrighted films, DVD's, and video recordings (VHS or DVD) is permissible under the following conditions:

1. The showing must be by faculty (including guest lecturers), staff, or students.
2. The showing is in connection with face-to-face teaching activities.
3. The entire audience is involved in the teaching activity.
4. The entire audience is in the same room or same general area.
5. The teaching activities are conducted by a nonprofit education institution.
6. The showing takes place in a classroom or similar place devoted to instruction.
7. The video is lawfully made; the person responsible has no reason to believe that the video is unlawfully made.

A showing license is required from the copyright owner when films, DVD's or video recordings are shown in a public room as part of an entertainment or cultural program, whether a fee is charged or not.

## **BORROWING POLICIES**

Videos are available for in-person borrowing by the borrower categories listed in the Circulation Loan Policy for Non-book Formats. The items that have been reserved for classroom use circulate for short defined periods of time only. All other films, DVD's or video recordings may be borrowed for two weeks, and may be renewed in person or online. Items needed for classroom use will be recalled. Return of these item(s) is expected within 48 hours.

The 16mm film collection is available for viewing in the library or for checking out with special permission. Contact the Circulation Supervisor at 815-753-9846 or the Library Operations Associate at 815-753-1955.

Overdue materials are subject to the procedures and fines established in the Circulation Policy for Charges for Lost, Damaged, and Overdue Items.

## **RESERVING, IN-CLASSROOM USE, IN-LIBRARY USE**

Teaching faculty and staff may place video recordings on reserve for an entire semester. Contact the Reserves Processing and Maintenance Unit, 815-753-9813.

All library users may view films, DVD's, and video recordings in the library's previewing room located in the second floor Microforms area. Call 815-753-1978 for more information.