

FILM & VIDEO RESERVATIONS FOR CLASSROOM USE

CONTACT: **Carolyn Faber**
cfaber@saic.edu

Flaxman Library
6th floor, Sharp bldg., 37 S. Wabash

Films and videos may be rented/reserved for instructional screenings at SAIC. Flaxman Library does not provide reservations or rentals for teaching elsewhere. No admission fee may be charged for screenings and all copyright and contractual restrictions must be observed.

RESERVING

For courses that utilize these materials heavily, please provide a syllabus at the beginning of the semester. This will help ensure correct scheduling of all your reservations and rentals.

Films and Videos Owned By Flaxman Library must be reserved at least **1 week in advance** of the class screening. Please fill out the **reservation form** online (also available at the library front desk), or contact Carolyn at cfaber@saic.edu. Supply the following information: faculty name; date, time and place (SAIC building) of the screening; title and accession number of each film or video.

Requests For Film or Video RENTALS must be made **4-6 weeks in advance** of the class screening. Rentals require at least 4 weeks time. If the supplier is unknown, allow for the full 6-week period. Contact Carolyn directly to discuss costs and details (please don't use the online form for rental requests).

NOTE: Rentals must be returned to the library **IMMEDIATELY** after screening. We are frequently required to mail them back the **same day** to avoid penalties.

SCREENING

To reserve a room suitable for screening, contact the department in which you are teaching.

VIDEO -- Faculty screen their own videos (VHS tapes and DVDs).

16MM FILM -- Faculty (other than FVNM) do not check-out, screen, or return 16mm films -- our projectionist will do that for you. To arrange for a film projectionist, contact Carolyn Faber **4 weeks in advance** of the class screening.

RETURNS

These materials are in very heavy use. It is essential that everyone return them on time so that they can be prepared for the next user. Films and videos are always returned at the Circulation Desk – never in the drop box!

RENTALS -- ALWAYS DUE IMMEDIATELY AFTER SCREENING.

RESERVATIONS from the Flaxman collections -- check the due date for each item.

- 16mm films and non-circulating videos are due back on the same day
- circulating videos are due back in 3 days

DAMAGE OR LOSS

Please report any damage immediately to the library staff. Never attempt to repair damage -- just stop the screening! Use the condition report form (included in the container with each reservation) to describe the problem.

Report the loss of a film or video immediately. If theft is suspected, the loss must also be reported to the SAIC Security Office and Chicago Police. A police report should be filed.

Faculty are not held responsible for replacement costs in cases of normal deterioration or accidental damage sustained while a film or video is being used under appropriate classroom conditions. In clear cases of negligence resulting in loss or damage, faculty will be held liable for replacement costs.