Media & Library Services Policy Committee
End of Year Report
2010-2011

Elected chair 2010-2011- Joan Palladino
Committee Members; Ed O’Hara ex-officio, Rebecca Woodward ex-officio. Lorraine Capobianco or Steve Veillette ex-officio, Veronica Kenausis, Linda Forbes, Kerry Walker, JC Barone, Dianne Olsen

The committee met four times this academic year.
The committee approved the mission and policies for the institutional repository.
Committee members brought information on the repository to the schools and departments they represent. (Policies and mission attached separately).

The committee discussed the faculty borrowing policies as it pertained to time allotted to takes out library material and fines. As a result the library faculty voted on the following faculty borrowing policies. Theses policies were presented to the committee and will be communicated to the schools and departments which the member represents.

FACULTY BORROWING POLICY

This policy applies to all materials owned by WCSU.

1. **Borrowing periods**
   - Monographs: 28 days, unlimited renewals.
   - Media: 14 days, unlimited renewals.
   - Periodicals: do not circulate, except for special circumstance.

2. **Borrowing extensions**
   Extended loan periods are available at checkout upon request for all WCSU faculty. These can be recalled by another faculty member.

3. **Overdue fines**
   There are no overdue fines assessed for faculty members. Faculty will receive automated renewal notices for material kept longer than the borrowing period to serve as reminders only, not to assess penalties. Overdue material belonging to the other CSU Libraries will continue to accrue overdue fines according to the lending library policy.

3. **Replacement costs**
   Faculty are responsible for replacement costs associated with lost or damaged library materials.

Approved by Library Faculty:
December 1, 2010
Approved by Director of Library Services:
March 28, 2011
The committee also brought forth a request for the acquisition and purchasing of web-based and online materials and acquisition and purchasing of production-based media that includes permission for presentation/broadcast/web usage. The library formed an ad-hoc committee to address the request for streaming. The MLSPC received the following report.

**Western Connecticut State University Library**
**Report to the Library & Media Services Policy Committee**

**Streaming Video**

A library ad-hoc committee was convened to address a request for streaming video and research the possibilities and implications. There was consensus of the library committee that we should be pursuing streaming media using a combination of three main approaches. The following is a synopsis of the report:

**Vendor-hosted content, subscription-based**  
Vendors offer streaming video in “collections”, or groups. We will be setting up trial subscriptions to several of these, including Films Media Group, Naxos, and Alexander Street.  
*Pros:* Significant amount of content, easily accessible, no local hosting, copyright cleared  
*Cons:* Limited to what the vendors have available, “needle in a haystack” syndrome

**Individual purchases in digital or streaming form, locally hosted or vendor hosted**  
When purchasing any media, we will consider purchasing the streaming version in addition to, or in place of, the physical item. Each vendor has its own approach to this.  
*Pros:* Only content we choose, no encoding necessary, various options for limited time purchases, copyright cleared  
*Cons:* Can be much more costly than DVD, no physical item for backup, local hosting may be an issue, bandwidth

**Reformatting of high-use items, locally hosted**  
Media Services can assist the library in reformatting owned items, although we would need to investigate copyright issues further (preliminary research leads us to believe we are within our rights to reformat as long as we restrict access to WCSU community).  
*Pros:* No additional costs (for items)  
*Cons:* local hosting may be an issue, bandwidth, timeliness, and possible copyright implications

University computing will be working with the library and media services staff to facilitate this project.

Respectfully submitted  
Joan Palladino  
Chair Media Library Services Policy Committee  
May 10, 2011 (revised)