

Cost Share Request for Video Materials

Title: _____

Production Information (director, date of release, cast members, etc.): _____

Distributor: _____

Format: DVD _____ VHS _____ Cost: _____

Public Performance Rights Included? (if known): _____

Any Additional Information? (Please attach a copy of any available promotional literature):

Do you wish to be notified when the video / DVD when it arrives? Yes _____ No _____

Once the item has arrived, you may book the film in our booking system
(<http://library.uvic.ca/site/dept/access/media/videobooking.html>)

Information Required for Cost Share

Department: _____

Requester: _____ Local: _____ Email: _____

Department Chair Approval: _____

Account Number: _____ Date: _____

Library Approval: _____ Date: _____

Note: Requests may take up to 3 months to arrive and be processed. Keep this in mind if you are planning to use a video / DVD as part of a course.

Summary of purchase guidelines:

1. Normally the Library shall contribute up to 50% of the cost of the item. To ensure equitable use of Library funds the Library reserves the right to limit its contribution based on the budget support available and overall demand. Departments may be required to contribute more than 50% of the purchase cost or may be required to enter into cost-sharing agreements with other departments.
2. On receipt of the item(s) the UVic Libraries shall charge back to the originating department(s) its share of the total cost of the purchase, including all shipping and related charges.
3. The item(s) shall be catalogued by the Libraries and appear in the online catalogue.
4. The item(s) shall be housed in the Media Services Collection in the McPherson Library.
5. The item(s) shall be booked for classroom use through Media Services.
6. The item(s) shall be available to UVic Borrowers at no charge.
7. The item(s) may be available to BC academic institutions through the Media Exchange Cooperative (MEC).