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).

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