

Audio/Video Recording

Guidelines for A/V Recordings of Campus Events

Library and Information Services serves as the repository for video recordings of campus events.

Media Services (654-2632) is responsible for recording campus events. The requesting party should submit a [request form](#) to Media Services at least two weeks in advance to schedule event recordings. It is the requesting party's responsibility to ensure that any speaker at the event has signed a [consent form](#), outlining how Saint Michael's College may utilize the recording. Once the consent form is signed, it will be given to Media Services. Without a signed consent form, Media Services will not release the recording.

Once the event is recorded, Media Services staff will deliver the following to the LIS Cataloging Department:

1. the original recording in VHS format (unless otherwise directed);
2. a completed and signed consent form.

If a signed consent form from the speaker has not been procured, the recording(s) will not be deposited in, or retained by, the Library.

Media Services will make every attempt to deliver recordings to LIS within a reasonable amount of time.

Access to Recordings of Campus Events

LIS Collection Services has determined that all requested recordings of campus events generated by Media Services will be added to the Library's Media collection or to the Archives collection.

LIS Cataloging Department strives to catalog and label both the original and circulating copy within one working day of receipt from Media Services. Cataloging delivers the circulating copy to the Circulation Desk for shelving in the Media collection, where the item is placed on Campus Events Reserve. The original copy, the consent form, and other supporting documentation, are delivered to the Associate Director for Collection Services (Laura Crain or designee).

Exceptions are: recordings of Commencement, Town Meeting, Academic Convocation and General Assembly. The original and circulating copies of the aforementioned events should be cataloged and sent directly to the Saint Michael's College Archives, where they will be added to the Archives collection.

Once the item is available on Campus Events Reserve, the Associate Director for Collection Services will make an announcement about its availability to SMC faculty, administrators, and staff via email.

LIS will hold the original and circulating copies of campus events videotapes for three years, at which time Collection Services will make decisions about their long-term disposition (e.g. retention in archives; retain in Library's media collection; or withdraw).