



The UBC Library's largest collections of videorecordings are in Walter C. Koerner Library, Education Library, and Woodward Library. Koerner Library also houses the Library's collection of 16mm films.

Looking up videos & films

Use the catalogue, available on the UBC Library web site, to look up call numbers and locations. The UBC Library web site is available at <http://www.library.ubc.ca>.

At the Library home page select **FIND**, then **Advanced Catalogue Search**.

To look up a specific video or film, search by TITLE

Select Title

Type the title
Omit leading articles such as **a**, **an**, and **the**

Select **Audio/Visual**

Click on **Begin Search**

To look up videos or films by topic, search by KEYWORD

Type one or two keywords describing the topic (use **and** to separate words or phrases), followed by **and videorecording** or **and motion picture**

Click on **Begin Search**

For more help looking up videos and films, ask at any Information or Reference desk.

COPYRIGHT WARNING

In Canada it is illegal to tape a television programme and show it to a class or to show any video labelled HOME USE in a classroom.

Most videos available from public libraries or commercial video stores are **HOME USE ONLY**.

Viewing videos & films

Players are available in the Library branches with video collections. Koerner Library also has a small viewing room with a 16mm film projector and a video player. To use this room contact Media Bookings, Room 283, Walter C. Koerner Library (phone: 604-822-8685, fax: 604-822-6465, email: mediabkg@interchange.ubc.ca).

Borrowing videos & films

UBC students, faculty, and staff may borrow most videos and films for 3 days. Videos on course reserve may be borrowed for 2 hours or 1 day. A valid UBC Library card is required.

Holders of valid Community Borrower Library cards may also borrow videos and films, except for videos on 2 hour or 1 day loan and videos subject to licensing restrictions.

Please note: all 16mm films are in storage. For retrieval go to Media Bookings, Room 283, Walter C. Koerner Library, Mon - Fri, 8am - 5pm.

Booking UBC Library videos & films

UBC faculty members requiring videos or films from the Library's collection for classroom viewing are advised to use the media booking service. **From July 15 to August 15, UBC faculty bookings are given priority over external bookings.**

Submit booking requests to the film or video's Library branch location. *UBC Library Media Booking Request* forms must be used. The fee, \$5.00 per booking, is payable by cash, cheque, or journal voucher (include speed chart code). A valid UBC Library card is required.

For more information and for supplies of booking request forms contact Koerner Library (604-822-8685), Education Library (604-822-0955), or Woodward Library (604-822-6033).

Other BC colleges and universities and individuals unaffiliated with UBC may also book the Library's videos and films. For individuals, the fee is \$15.00 plus all shipping / courier charges. For institutions, charges vary. Restrictions apply.

More information is available at Media Bookings, Walter C. Koerner Library (phone: 604-822-8685, fax: 604-822-6465, email: mediabkg@interchange.ubc.ca).

Booking ELN videos & films

The BC Electronic Library Network (ELN) provides access to over 55,000 educational videotapes and films in BC university, college and institute libraries, and the Advanced Education Media Acquisitions Centre (AEMAC).

Search **ELN Media** via the UBC Library web site. At the home page click on **Find**, then **Catalogues of Other Libraries**.

To book items from this collection, submit *UBC Library Media Booking Request* forms to Media Bookings, Walter C. Koerner Library. The fee is \$5.00 per booking. A valid UBC Library card is required.

New video acquisitions

Submit suggestions for new videos to any Reference Desk. Videos to be shown in class must have **PUBLIC PERFORMANCE RIGHTS**, increasing the cost substantially. Previewing a video before ordering is recommended and can be arranged by the Library.