

FLAXMAN LIBRARY FILM & VIDEO SERVICES FOR CLASSROOM USE

updated August 22, 2017

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RESERVATIONS

Flaxman Library's films and videos must be reserved at least **1 week in advance** of the screening. Please fill out our [reservation form](#) online, *or* contact [Carolyn Faber](#) with the following information: faculty name; date; time and place (SAIC building) of the screening; title and call number of each film or video. For courses that utilize the collections heavily, please provide a syllabus at the beginning of the semester.

RENTALS AND PURCHASES

Requests for new film or video titles – via purchase or rental -- must be made at least **4 weeks in advance** of the screening. The library will handle all negotiations, costs and contracts. Please contact [Carolyn Faber](#) directly for rentals, and use [this form for purchase requests](#). Library staff will reply promptly.

SCREENINGS

All faculty and TAs screen **videos** on their own. Formats include DVD, Blu-Ray, VHS, and streaming video. Consult with Media Centers about the availability of appropriate playback equipment.

Check-out and projection of **16mm film prints** is restricted to FVNMA faculty and their [authorized](#) graduate TAs. All other faculty and TAs must arrange for a library film projectionist when reserving 16mm films. The library projectionist will do everything for you including check-out, screening, and return of the films to the library.

RETURNS

All **rentals and all Flaxman Library 16mm prints** must be returned immediately after class unless special arrangements have been made in advance. Please discuss this when you request rentals or reserve Flaxman Library 16mm films.

The library's circulating **videos** are due back in 3 days. **Non-circulating videos** can be checked out by faculty overnight or by special arrangement.

DAMAGE OR LOSS

Damage or loss should be reported immediately to the library staff. Never attempt to repair damage -- just stop the screening! Use the condition report form (included in the container with each reservation) to describe the damage.

In cases of negligence, you may be charged for replacement costs, repair fees, late fees on rentals, etc. Institutional pricing is typically expensive, so protect your own as well as the School's resources by careful handling and prompt returns. If theft is suspected, it must be reported to Campus Security and Chicago Police.

Films and videos may be reserved, rented or purchased for instructional screenings at SAIC. We do not provide reservations or rentals for teaching elsewhere. No admission fee may be charged for screenings and all copyright and contractual restrictions must be observed. Failure to follow these guidelines may result in fines, as well as loss of access to the library's film and video collections and services.

AUTHORIZATION TO HANDLE THE 16MM FILM STUDY COLLECTION

FVNMA FACULTY ARE AUTOMATICALLY AUTHORIZED to check out, screen and return the Flaxman Library's 16mm prints. If you are not comfortable projecting or rewinding film, or are unfamiliar with the School's equipment, you should seek instruction from qualified departmental staff. There are also specific circumstances where Flaxman Library staff may be able to project for you if needed.

WHO ELSE CAN BE AUTHORIZED?

- FVNMA graduate TAs
- students in charge of the graduate student organization, *Eye & Ear Clinic*, or the undergrad student organization, *Experimental Film Society (EFS)*

HOW DO I GET AUTHORIZED?

If you fall into one of the student categories above and want to be able to handle the Flaxman Library's 16mm collection you must first contact [Mickey Mahoney](#) in the FVNMA Tech Department to be trained and authorized to project film. You will receive basic but essential training in handling and rewinding films.

WHEN DOES MY AUTHORIZATION END?

FVNMA faculty authorization is concurrent with employment at SAIC. Student authorizations are good for 2 years. Any authorization may be revoked upon failure to observe these guidelines.