USC Cinematic Arts Library
Video Policy

(In accordance with current U.S. Copyright Law governing public performance and classroom use)

Students: The Cinematic Arts Library video stations are funded by the School of Cinematic Arts to support the curricular and research needs of students enrolled in CNTV classes. The video stations are open to all students enrolled in Cinema School classes, School of Music Film Scoring classes, and all Cinema and Theatre majors with presentation of the appropriate school-issued I.D.’s. Students required to watch a film as part of a class assignment for a non-cinema class may have the professor request that a Cinema Library DVD or video be placed on reserve in Leavey Library if it is not already a part of the Leavey collection or if Leavey is not able to purchase it prior to the start of the semester. Availability will be contingent on whether or not the video has been assigned for a Cinema class. Individual students performing academic research and holding valid USC I.D.’s may utilize the 24-hour viewing facilities located in Leavey Library or may apply for permission from the Associate Dean of the School of Cinematic Arts to use the Cinema Library video facilities. Written permission to do this must be emailed by the Associate Dean to the head of the Cinema Library before the student will be allowed to use the video facilities. Visiting scholars using one or more of the library’s archival collections may watch CNTV videos related to their research topic.

All videos must be viewed in the Cinema Library. Viewing time is two hours or the duration of one feature film. Students may not watch their own videos on CNTV Library equipment without permission of the Library Supervisor. Students may not watch Cinema Library DVD’s on their own laptops without permission of the Library Supervisor. All students must present their own valid USC Library card to use the video facilities. Video facilities are available only on a “first come, first served” basis. During midterms, finals and heavy term paper periods, it is possible that there will be a “waiting list” for use of the facilities. Students may not use Cinematic Arts Library facilities for duplicating video materials (even their own) or for creating “clip” reels. Students may not re-wire library video equipment in any way.

Faculty:

Cinematic Arts Faculty

Faculty members, with a valid library card, may check out up to five videos for classroom use. The circulation system is programmed to allow faculty a 24 hr. loan period to use the videos in the classroom. Requests to check out more than 5 videos or to extend the loan period beyond 24 hours must be approved by the Library Manager or by the Head of the Cinema Library. Videos may not be reserved in advance but are available on a “first come, first served” basis.
School of Cinematic Arts Teaching Assistants:

TA’s with a valid library card or a “proxy card” registered to a fulltime member of the Cinematic Arts faculty may check out up to five videos for one day. TA’s must be on the current CNTV T.A. list or in possession of a memo on school letterhead signed by the professor for the class in which the video is to be shown. Videos are considered for classroom use only and may not be checked out for periods in which no class is conducted (i.e. Friday afternoons) without permission of the Library Manager or the Head of the Cinema Library. Fines are levied on all videos returned after the due date. Videos may not be reserved in advance; check out is strictly on a “first come, first served” basis. Teaching Assistants are encouraged to get proxy cards through their professor to protect them from accruing library fines on their own records if the professor does not allow them to return the video by the due date.

Non-Cinema Faculty

All fulltime members of the USC faculty holding the rank of instructor or above with a valid library card may check out up to two videos a day for classroom use. The videos will circulate for 24 hours and must be checked out by the faculty member in person or by his/her TA with a valid proxy card only. Requests to check out more than two videos or to extend the loan period beyond 24 hours must be approved by the Library Manager or by the Head of the Cinema Library. Videos may not be reserved in advance; check-out is strictly on a “first come, first served” basis.

Staff

Since the video collection is designed for classroom use, university staff who are also students must adhere to the appropriate video-usage policies for students or teaching assistants. If the staff member is doing research for a professor, or for a university or departmental project, the professor or project manager must contact the head Cinema Librarian prior to the initiation of the project to make arrangements. There can be no circulation of video materials for non course-related purposes without the permission of the Associate Dean of The School of Cinematic Arts or the head of the Cinematic Arts Library.

Classroom Use of Video Material

It is a violation of U.S. copyright law to show video material outside of the classroom without the permission of the copyright holder. Even valid USC classes if conducted in the common area of a dorm or other area not specifically designated by the university as classroom space are in potential violation of the copyright law if done without the permission of the copyright holder.

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