

# PORTAGE DISTRICT LIBRARY

---

---

## Audio Visual Policy

---

---

The Audio-Visual service of the Portage District Library was established in recognition of the importance of non-print media as part of a total information, recreation and education service. The library maintains several non-print collections: compact discs, computer games, audiotapes, videos and talking books. In developing both present and future audio-visual collections, the library will attempt to reflect the diversity of the book collection to the degree possible with audio-visual materials available. In other words, the media product available should allow the collection to serve the educational, recreational and informational needs of our patrons. The size of individual collections will vary from core to diverse and multi-faceted, depending on cost, demand and product availability. Periodically, audio-visual collections will be evaluated for maintenance, termination or increase. As new media formats become available, each will be analyzed based on the criteria established in this policy.

### Audio Selection

The Portage District Library recognizes sound recordings as a major form of publication. Because of cost and the diversity of titles available, the audio recording collection is large enough to represent a fair cross-section of available material, particularly with respect to music of established and lasting value and talking books on audiocassette tapes. The recording collection [includes multiple media format such as Audiocassette Tapes, Audio book Downloads, Compact Disks, DVD's, Ebooks, and any other current media format.]

Recordings are selected on the basis of reviews in professional and general publications, vendor-provided materials and personal knowledge and contact. Musical selections are made with an ear toward providing library patrons with a broad overview of western musical heritage from the earliest preserved material to current popular and classical material. Instruction recordings emphasize those studies, which have an important aural component. Talking books ~~on audiocassettes~~ are selected for literary merit, content interest and quality of production. A portion of the recording collection is designated for youth materials.

### Video Selection

The video collection shall attempt to reflect the diversity of the book collection, to the greatest degree possible. Selection shall be subject to all the criteria listed in the library's Materials Selection Policy under "Non-Print Media Collection." Selections shall be geared to the broad range of patrons and the collection shall not be curriculum-oriented. Videocassettes will be purchased in [current media format] R-rated videos will selectively be allowed in the library's collection, but in order to check them out, individuals must be 18 yrs. old and provide proof of age. X-rated videos will not be purchased or accepted. The rating symbol used by the Motion Picture Association of America shall be used, when available. Selection of videos shall be based on written reviews or in-house previews with particular attention paid to the visual nature of the medium. It is the individual's responsibility to determine a film's suitability for themselves and their family.

Interactive Media

The interactive media collection shall attempt to reflect the diversity of the book collection, to the greatest degree possible. Selection shall be subject to all the criteria listed in the library's Materials Selection Policy under "Non-Print Media Collection." Selections shall be geared to the broad range of patrons and the collection shall not be curriculum-oriented. The interactive media collection includes multiple format such as Computer games, consol games, and CD-ROMs, and any other current format. Mature-rated games and CD-ROMS will selectively be allowed in the library's collection, but in order to check them out, individuals must be 18 yrs. old and provide proof of age. Adults Only games and CD-ROMs will not be purchased or accepted. The rating symbol used by the Entertainment Software Rating Board (ESRB) shall be used, when available. Selection of games shall be based on written reviews or in-house previews with particular attention paid to the visual nature of the medium. It is the individual's responsibility to determine a game's suitability for themselves and their family.

Check-Out Periods for Audio-Visual Materials

Compact Discs/CDROM	Checkout for (2) Weeks
Videos/DVD	Checkout for (7) Days
Discovery Kits	Check-out for (7) Days
Audio Cassettes	Checkout for (4) Weeks
Talking Books	Checkout for (4) Weeks

*Note: Fines for overdue audio-visual items (per day and maximums) are stated in the Fines and Fees Policy. There are no limits on the number of audio-visual items checked out. There are no renewals allowed on Discovery Kits.*

Audio-Visual Equipment

The Portage District Library has various pieces of specialized equipment, which are used in-house to support programs or public services. Audio-visual equipment may be loaned to patrons only at the discretion of the Library Director.

Evaluation of Audio-Visual Services

Audio-visual services will be evaluated periodically to ensure that the service is meeting the needs of the community. Factors against which a service will be measured include: circulation, product availability, public availability, priority and service value.