FOOTHILLS POETRY

- Foothills Poetry readings will be videotaped if a permission slip has been signed
- Videos are placed on reserve in the library for the current quarter
- After videos are removed from reserve they are cataloged and processed into the collection
- The Foothills Poetry Media List is updated with title, name of reader(s) and Call #

STUDIUM GENERALE

- Studium Generale presentations will be videotaped only with the written approval of the speaker
- The video will be placed on reserve in the library for the current quarter
- The Studium Generale Media List is updated with title, name of presenter and date of presentation
- Videos are retained for three years (two years plus current year), evaluated for retention, cataloged and processed into the collection

To review Studium Generale videos for retention:
  - Media Technician will review the tape for technical quality and make a recommendation
  - The Studium Generale coordinator will be asked to participate in the review of each video
  - Reviewing criteria is:
    - Does material support the curriculum?
    - Does it have lasting value?
    - Is it of importance or local interest?
    - Is it current in content and relevance?
    - Is quality of the video acceptable?

- If the review team determines the video is not to be retained for the LMC collection:
  - Remove title from Studium Generale Media List
  - Reuse video

- If team determines the video is to be retained for the LMC collection:
  - Catalog and process into the collection
  - Add Call # to Studium Generale Media List