AV Collection: Screening Copies

The Library will purchase additional copies of any AV item that is needed by a department for screening for educational purposes. This guide provides information about ordering screening copies, nominating screening assistants and borrowing items for screening.

What are screening copies?
Screening copies are reference AV materials that have been purchased specifically for the purpose of screening by a department for educational purposes.

Who can borrow screening copies?
Academic staff and screening assistants nominated by the department can borrow screening copies for up to one week. We recommend that if you are borrowing an AV item with the purpose of screening it, then you borrow the screening copy and not the flexible loan copy. This enables us to guarantee you a one week loan period which would not be possible with the flexible loan copy, which can be requested by another borrower.

How do you nominate someone to be a screening assistant?
Staff from Academic Departments can nominate postgraduates and postdocs who teach to be recognised by the Library as screening assistants. This can be done by contacting your academic liaison librarian with the following information:

- Name of the postgraduate/postdoc
- Email address of the postgraduate/postdoc
- Time period for which they will need screening assistant privileges

This information will enable the Library to update the students account so that they can borrow screening copies from the AV collection.
How does the Library know that an item is needed for screening?

If you require a copy of an AV item for screening then you must indicate this on your reading list. If you use the Library electronic reading list software, EARL, then you can make a note of this in the Library notes field and we will purchase an additional copy. If the item doesn’t appear on a reading list then you can either fill in a purchase suggestion form indicating that this item is needed for screening in the Additional Notes field or email your academic liaison librarian.

Where are screening copies shelved?

Screening copies of AV items are shelved in the main AV collection on the ground floor of the Harry Fairhurst Building. All reference items in this collection that have been purchased for screening for educational purposes are labelled on the spine as ‘For use in the Library only’.

How do I borrow screening copies?

Screening copies cannot be issued at the self-service machines. Academic staff and screening assistants need to take the screening copy to the Library Help Desk and have it issued to them by a member of library staff. When you bring the ‘For use in the Library’ copy to Lending Services, you will need to specify how long you will need it for.

Useful Library web pages for further information

Academic Liaison
http://www.york.ac.uk/library/aboutus/librarians/academicliaison/

Audiovisual Collection
http://www.york.ac.uk/library/collections/audiovisual/

Library contact page
http://www.york.ac.uk/library/aboutus/contactus/

Suggesting items for purchase
http://www.york.ac.uk/library/informationfor/teachingstaff/suggestitemsforpurchase/

TV and radio broadcasts for teaching
http://www.york.ac.uk/library/informationfor/teachingstaff/#broadcasts