

AUTHORIZED VIEWING LOCATIONS
Summary of color codes for film viewing rights

	Library use	home use
GREEN	YES	YES
BLUE	NO (except for very short excerpts)	YES
YELLOW	YES	NO
RED	NO (except for very short excerpts)	NO



THE AMERICAN
 UNIVERSITY
 OF PARIS
 knowledge, perspective, understanding

Guide
Library

Academic Film Collection

DESCRIPTION AND INFORMATION ON INTELLECTUAL PROPERTY RIGHTS

Academic Film Collection (AFC) films are selected by faculty to be used in support of teaching activities at AUP. Their use is restricted to AUP faculty, staff, and students, and first priority is given to faculty (1st) and students (2nd) involved in the film studies majors.

A separate Leisure Film collection is available through the Office of Student Affairs (first floor of the Bosquet building).

All films in the AFC and their sound tracks are protected by copyright: any broadcast, copying or editing is forbidden unless authorized by the producer or publisher.

Due to copyright protection, the viewing and borrowing of the AFC films is subject to French and international intellectual property laws. Viewing the entire film on campus or borrowing for home use is only possible if the institutional rights are available and have been acquired by the University for a specific copy of a film.

The rights that AUP has obtained for each film is indicated in the Library's catalog (see "Note" in the catalog record) and on each film by color-coding:

Green = Full institutional rights: to view on campus and borrow for home use

Blue = Partial rights: to borrow for home use only

Yellow = Partial rights: to view on campus only

Red = No institutional rights: only short excerpts may be viewed on campus

SPECIAL POLICIES

Many films can only be borrowed by a faculty member, depending upon the number of copies owned and availability of institutional rights. A 'faculty copy' is identified by an 'F' in the color code above the call number.

VIEWING FILMS IN THE LIBRARY

There are 4 video and 2 DVD players in the Library. Given the large number of films that cannot be borrowed by AUP students and staff and the limited number of monitors in the Library, a viewing session can be scheduled in advance at the service desk or by an email request to *library@aup.fr*.

If requesting by email, please indicate the title of the film, your AUP ID number, and the date and time you wish to view the film; you should receive a confirmation email.

Check the film's color-coding or the 'Note' field in the catalog to find a copy with intellectual property rights for full viewing on-site (Green or Yellow labels). If not, only short excerpts can be viewed (Red and Blue labels).

BORROWING FILMS

Only films with Green or Blue labels and NOT marked with an "F" can be borrowed by AUP students or staff for use outside the Library.

General book collection and reserve loan policies apply **except:**

Non Reserve films: 2 day loan period

Overdue fine: 1 euro/day

Reserves films Overdue fine: 2 euros/hour

(See also the pages on *Borrowing Materials* and *Finding Reserve Materials* in the Library guide.)

RETURNING FILMS

All films should be returned directly to the service desk; please do not use the book drop at the entrance unless the film is in a padded envelope. A special drop box is available to the right of the Service Desk for returning films during study hours.

RECALLED FILMS

A RECALL can be placed through the catalog or at the service desk when a **film** you need is checked out: "Due + date". When the film is returned, you will be notified that it is available.

Special fines are applied to recalled items that are not returned on time (see the pages on *Borrowing Materials* in the Library Guide).

For films on Reserve this recall fine is 5 euros/ hour

For other films this recall fine is 5 euros/day.

LOST OR DAMAGED FILMS:

The policies described in the Library Guide pages on *Borrowing Materials* apply except that the replacement cost will not be a fixed amount. **The actual replacement cost (for a version that includes institutional viewing rights) will be owed, plus a 16 euro processing fee.**