

Guidelines for Completing DVD Purchase Request Form

To assist the academic departments in identifying materials that are appropriate for DVD acquisition, the criteria used in evaluating requests are provided.

Criteria Used for Review of DVD Requests

All videos/DVDs purchased will be housed in the University Libraries, the Malpass Library or the appropriate branch library.

DVD is the preferred format. Videos will be purchased only if the title is not available in DVD format.

Priority for purchase will be given to titles which:

- Have been determined to be appropriate for the curriculum need by actual viewing.
- Are of general interest, and may be used in more than one formal education program of the University.
- Can be expected to be useful for the target programs and audiences for the anticipated life of the material.
- Do not require purchase of additional or specialized equipment for their use or storage.
- Would not require expenditure of an inordinately large portion of the funds available for this purpose.
- Are consistent with established policies for collection development.