

ADVENTIST AUDIO-VISUAL POLICY FOR THE JAMES WHITE LIBRARY

The James White Library is maintained to serve the curriculum and students of Andrews University by collecting, describing (cataloging), and making available a wide variety of materials in various formats, including audio-visual. Audio-visual includes all forms of recorded magnetic tape (reel, cassette, video), photographic films (motion pictures, film strips, slides), and any other related media. The Mary Jane Mitchell Multi-Media Center of the James White Library has primary responsibility for the care and use of audio-visual material.

As a Seventh-day Adventist institution, the Library is very interested in collecting and making available all materials produced by or about Seventh-day Adventists in whatever format. To this end, the Library maintains the Center for Adventist Research. The mission of this Center is to collect, describe, make available for use, and preserve all Seventh-day Adventist material. The collection is managed as an archival collection with the primary purpose being the preservation of the material.

There is admittedly a tension between making material available for use and preservation, where the ideal would be no or very limited use. The Center for Adventist Research attempts to balance on the line between these two poles.

In regard to Seventh-day Adventist audio-visual material held by the James White Library, it is the policy that:

1. All Seventh-day Adventist audio-visual material, in all formats, be held in the Center for Adventist Research.
2. The Mary Jane Mitchell Multi-Media Center director will make copies of those Seventh-day Adventists A-V materials which may be of interest to the Andrews University community. A "use" or circulation copy will be prepared pending approval from the publisher.
3. Requests to use the other A-V materials will need to be made at the Center for Adventist Research and the rules regarding use of CAR materials followed.
4. Should a certain item(s) prove to be in high demand, a "use" or circulation copy may be prepared pending approval from the publisher.
5. Two series--*It Is Written* and *Christian Lifestyle Magazine*--are received from Adventist Information Ministry (AIM). These series will be retained in the Mary Jane Mitchell Multi-Media Center to allow circulation due to donors request.

Note: Due to constraints due primarily to cataloging issues, much of the Seventh-day Adventist A-V collection in the Mary Jane Mitchell Multi-Media Center, which is not listed on the JeWeL, may be retained in the Media Center temporarily to allow continued access via standard TMC procedures. At such a time as they can be properly catalog or otherwise listed in some way in the Center for Adventist Research they will then be transferred.