
LMU|LA William H. Hannon Library

AUDIOVISUAL MATERIALS SECTION

COLLECTION DEVELOPMENT POLICY (Draft)

INTRODUCTION

The Audiovisual Materials Section of the Department of Archives and Special Collections acquires, preserves, describes, and makes available for research and classroom use moving images and sound recordings. Examples of audiovisual materials include: films [8mm and 16mm], audiocassettes, videocassettes [3/4" U-Matic, Betacam, Digital Betacam, and DVCPRO], reel-to-reel tapes [1" Type C], DVDs, and born-digital audio/video files.

RELATIONSHIP OF THE AUDIOVISUAL MATERIALS COLLECTION DEVELOPMENT POLICY WITH OTHER ARCHIVES AND SPECIAL COLLECTIONS COLLECTING AREAS

The Audiovisual Materials Section policy applies to collections largely comprised of audiovisual materials (at least 60% of the items in a collection recorded on audiovisual formats). If 40% or less of the collection consists of audiovisual materials, then it will be appraised under the criteria in the [Manuscripts Section](#) of the Department.

Audiovisual materials documenting the history of Loyola Marymount University will be considered under this Audiovisual Materials policy as well as the [University Archives collection development policy](#).

For our departmental collection development policy, to which the Audiovisual Materials Section adheres, please go [here](#).

SUMMARY DESCRIPTION OF COLLECTING AREAS

The bulk of audiovisual materials held in the Department of Archives and Special Collections consists of over 3, 800 hours of public affairs television programs produced in Southern California between 1989 and 2007.

Primary collecting areas:

Local television and radio programs produced in Los Angeles and Southern California (with a particular focus on news and public affairs programming). Examples: Bill Rosendahl-Adelphia

Communications Corporation Collection of Public Affairs Television Programs (AV001) and AV002 Addendum to the Bill Rosendahl-Adelphia Communications Corporation Collection of Public Affairs Television Programs (AV002).

Catholicism. Example: Father Dorian Llywelyn, S.J., Collection of Jesuit Mission DVDs (AV003).

Content in audiovisual collections may include studio footage, panel discussions, meeting proceedings, field reports, interviews, and documentaries.

The Audiovisual Materials Section also collects production files, including administrative notes, script revisions, shooting schedules, contracts, and expense reports, which complement and provide context to the moving images or recorded sound.

CRITERIA FOR ACQUISITION OF COLLECTIONS

For overarching selection criteria, please see our [general collection development policy](#). The criteria below shall specifically govern the acquisition of audiovisual collections. The Department of Archives and Special Collections reserves the right to accept or to reject materials based on the criteria outlined below. If the Department chooses to reject a donation, we will make the effort to find a repository suitable for the materials, if the donor wishes.

- A. **Quality of Content.** Does the material feature experts and/or public persons? Did the material receive an award? What is the informational or historical value of the material?
- B. **Uniqueness of Content.** Is the content duplicated in existing collections?
- C. **Format Type.** Is the format widely supported? Is the format dependent on obsolete playback equipment?
- D. **Age.** When was the material recorded or created?
- E. **Generation.** Is the item a master recording? Camera original? Duplicate?
- F. **Condition.** Does the material display visible signs of deterioration? Does the material present preservation concerns?
- G. **Collection Size.** How large is the collection? How many items make up the collection?
- H. **Copyright.** Is the material available to researchers to reuse or repurpose?
- I. **Access restrictions.** Does the material contain sensitive content? Are there other content restrictions?

Acquisition of audiovisual materials (film, audiotape, videotape, optical media, and digital media) is highly selective due to the vulnerability and limited accessibility of legacy formats. Overall, selection will be made, case-by-case, in consideration of the Department's specific needs and resources.

DEACCESSIONING MATERIALS

The Department reserves the right to deaccession materials once in its possession; please see the departmental [deaccessioning policy](#). The Department of Archives and Special Collections will follow the accepted professional archival practice of keeping only a set number of duplicate materials during the processing of collections or to restrict any part of a collection that it is legally required to do so. The latter case includes, for example, social security numbers or medical records.

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