

COLT GTF procedure for ordering films for classes

Prof. Middlebrook, 9/5/13

I wanted to alert you to a couple of shifts in COLT policies regarding the ordering and purchase of films for COLT courses. Ken will be leading a number of conversations regarding film and visual culture matters this coming fall; this message is purely regarding the *logistics* of ordering films when they serve as texts in your courses.

Big picture: Our dvd purchasing at this point exceeds our budget. In addition, the COLT guidelines for purchasing films/dvds were developed when many movies were quite expensive and hard to access. Given the wide availability of films via various outlets, from Netflix & Amazon through YouTube and the various share and download sites, we are revising our policies. The revision is a work in progress, but for now, here's the process for ordering films.

TO ORDER FILMS FOR COLT 212, 211, 360:

1) Decide on the films/dvds you will be ordering at least 6 weeks in advance of the time you will need them (we understand that it's too late to follow that request for Fall term, just get your orders to me asap and use the 6-week guideline for Winter and future terms from there on out).

2) Send the your request to the DIRECTOR OF PEDAGOGY (*not* to Cynthia), in an email with the header "Film orders, COLT ___(course number)". Include the following information (to expedite matters, you might cut and paste the text below to use in preparing your request):

*Your name

*A copy of the course syllabus (if avail --otherwise, the name(s) of course(s), crn, expected enrollment and course description)

*Complete bibliographic listing for the film(s) you are ordering, PLUS A LINK TO THE SITE THAT CARRIES THE FILM(S) --that is key; really, really expedites the ordering process.

*Answers to the following questions:

Is this film/dvd held already by COLT? (Y / N) Is this film/dvd held already by KNIGHT LIBRARY (Y / N) Is this film/dvd/video available in a format that works with UO dvd/video players & US laptops? (Y / N)

Where is this film/dvd avail. to purchase for streaming/download?

(Netflix, etc.)?

Where is this film/dvd avail. for streaming online? (YouTube, etc.)?

Comments (including petition for ordering multiple copies, see below):

3) The DOP will review your request within two weeks and either pass along the approved request to Cynthia, copying you, so you know that the order's going in, or communicate with you regarding questions/reservations, etc. (As I said, I'll expedite reviewing these requests through the fall term so that we can all get on track). Cynthia will place the order for your film/dvd.

4) Typically, COLT will order 1 copy of the film/dvd for you to use in class, since most students have access to films on their own, and/or can purchase most mainstream movies/dvds at costs comparable to those of course books. If you are ordering films/dvds that are hard to find or expensive, we are happy to purchase an extra copy to be held on reserve for student viewings. Write a petition into the "Comments" section of your order request. Explain why it is that students cannot be expected to secure copies of the film/dvd on their own. The DOP will review your petition and decide whether an additional copy of the film/dvd should be purchased.

5) For GTFs teaching this coming Fall term: if you've already ordered your films from Cynthia, she will pass along your requests to me for approval, and I'll turn them around asap. There's no need to re-send them. As usual, Cynthia has your back! :)

Please let me know if you have any questions, everyone, and thanks for taking the time to read this update on our ordering procedures. Have a great few weeks of summer, and I look forward to working together, come Fall! (Truly: COLT's the best!)

Leah

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