

**Title:** Audiovisual Services -- Nonprint Media Rentals/Purchases  
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## General

The Boston College Audiovisual Services (AV) Department provides the University with a full range of audiovisual support including the procurement from outside vendors of produced media titles in a variety of nonprint formats (e.g., film; videotape; videodisc; laserdisc; audio tape; CD-ROM, excluding software). Produced, nonprint media are acquired for the temporary use and permanent collections of University departments and organizations.

While each department must determine (and budget for) its annual nonprint media requirements, the Audiovisual Services Department is responsible for centrally servicing those requirements by (1) processing all nonprint media rental and purchase orders; (2) receiving and distributing rented titles; (3) returning rented media that have been shown; and (4) processing vendor invoices for payment. In conjunction with these services, the AV Department maintains a master schedule of rental orders placed, acting as liaison between vendors and departments to ensure that materials are received as ordered and that projection equipment and equipment operators are available as requested.

## Procedures and Responsibilities

Departmental budgets for nonprint media rentals/purchases are to be established during the annual budgeting process. Procedures and responsibilities for the nonprint media rental/purchase process are described below.

### 1. Title Selection

The Audiovisual Services Department maintains vendor catalogs of nonprint media available for rent and purchase. In addition, a number of films, videos, laserdiscs, and CD-ROMs owned by the University are maintained by the AV Department for educational use at the University. Faculty members or others who require assistance in the selection process are advised to contact the AV Department.

### 2. Regular Orders

Once the selection process is complete, the ordering department is to create a purchase requisition on the University UBUY system using the "Nonprint Media" subcode. Each requisition created under this subcode is reviewed and approved by the AV Department. The requisition is to indicate whether the order is a rental or a purchase, and is to specify the vendor, title, media format, date required, and cost. The type of use, such as educational or public performance, is also to be specified. A separate requisition must be created for each vendor. If the show date of the title ordered is known at this time, the ordering department is to notify the AV Department of its equipment needs.

### 3. Emergency Orders

When it is more expedient for the ordering department to contact a vendor directly to determine the availability of a selected title and, subsequently, to reserve that title for a specific date, the following procedure is to be followed:

- (a) The ordering department is to create a purchase requisition on the University UBUY system using the "Nonprint Media" subcode. The purchase requisition number is to be communicated to the vendor, with instructions to utilize that number as the order

number in reserving the selected film.

- (b) The ordering department is to ensure that the purchase requisition indicates that the **order has been confirmed with the vendor.**
- (c) The ordering department is to notify the AV Department of its equipment needs.

4.

5. **Order Processing**

Except as noted under **Emergency Orders**, above, prior to approving a purchase requisition, the AV Department contacts vendors to verify the availability of the media titles requested. Requisitions for rented materials are to instruct vendors to ship materials directly to the AV Department. Requisitions for purchased materials are to instruct vendors to ship materials directly to the ordering department. All requisitions are to instruct vendors to mail invoices directly to the AV Department. A confirmation of the requisition, prepared by the AV Department, is forwarded to the ordering department as notification that the order has been placed.

6. **Encumbering**

If the ordering department does not encumber the full cost of the rental or purchase, including shipping; if the ordering department does not return rented materials to the AV Department in a timely manner; or if the rented materials are lost by the ordering department, it may be necessary to increase the amount of the purchase requisition. It is the responsibility of the ordering department to increase the purchase requisition amount before the invoice is paid, or to decrease the purchase requisition amount after the last invoice is paid.

7. **Scheduling and Distribution**

The AV Department maintains a master schedule of all nonprint media rental orders; the date, time, and location of showing; and the equipment and/or operators requested. All rented materials are to be received, distributed or shown as scheduled, and returned to the vendor by the AV Department.

8. **Invoice Processing**

The AV Department is to be invoiced by vendors directly for all nonprint media titles. If the vendor invoice is received by the ordering department in error, the invoice is to be forwarded to the AV Department in a timely manner. Invoices are paid only after the ordered materials are received. It is the responsibility of the ordering department to notify the AV Department of the receipt of purchased materials. Invoices are matched with the open purchase requisitions on file and processed for payment. The original copy of the invoice is forwarded to Accounts Payable; the second copy is forwarded to the ordering department, along with a final confirmation prepared by the AV Department which outlines the order history; the third copy is retained by the AV Department.

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Posted: April 11, 1996

WWW: May 2, 1997

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