Procedures for Obtaining Public Performance Rights for Campus Film Showings

Any film showing that is outside of one’s home (or outside the physical classroom of enrolled students) is considered a public performance. All public performances require copyright permission, unless the film is in the public domain, which is rare. Although not always the case, there is often a cost for public performance rights.

The Evelyn S. Field Library can assist RVCC faculty and staff with obtaining public performance rights for a campus film screening. The department/organization hosting the event is responsible for any cost associated with the performance rights, including the cost of shipping a DVD if necessary. Any faculty member, staff member, or department may handle the public performance rights process independent of the Library if they so desire. However, proof that performance rights have been granted should be readily available if needed.

Procedures for obtaining public performance rights through the Library

- Event host will contact a librarian at least one month prior to the event date and provide:
  - Title, year, and director of film
  - Event date
  - Anticipated number of attendees
  - Cost of admission to be charged for the event, if any
- A librarian will contact the appropriate vendor/organization that handles public performance rights for the film and obtain a quote
- The librarian will forward the quote to the faculty/staff member who requested it
- The faculty/staff member must provide written confirmation to the librarian that the quote is acceptable and that the event host’s department will incur all costs
- Library staff will facilitate the ordering and invoicing of the film.
  - If a physical copy of the film is to be shipped for the event, it will be sent to the Library, who will notify the event host when it has arrived.
  - A physical copy of the film must be returned to the Library within 48 hours after the event so it can be returned to the vendor promptly
- When the Library receives the invoice for the performance rights fee, it will be forwarded to the event host. The event host is responsible for completing the necessary information pertaining to budget lines, required signatures, etc and for forwarding the invoice to Finance.