

## American University Library Media Services Streaming Video Policy

### Streaming Video

We now offer faculty the option of delivering video clips in Blackboard via Flash Streaming Video. Clips from videotapes can be digitized, placed onto our secure online server and linked to the professor's Blackboard course. Streaming video can be accessed from any computer with Internet capabilities, thus providing students with 24-hour access to reserve video materials.

### Service

With two weeks notice, Media Services will digitize and upload up to ten short clips onto our streaming server for authorized students to view at their convenience. Your students can access these clips on the Blackboard page for your course.

### **TEACH Act:**

The "Technology, Education and Copyright Harmonization Act" (the TEACH Act) redefines the terms and conditions on which accredited, nonprofit educational institutions throughout the U.S. may use copyright protected materials in distance education-including on websites and by other digital means--without permission from the copyright owner and without payment of royalties. Any use of streaming must be analogous to in-class use. There is a limited period of time for storage and dissemination. Warning and notice of copyrighted materials must be posted. Works permitted will be limited displays of images and other works in amounts comparable to live classroom setting.

In accordance with these codes, the following guidelines apply:

- A given clip may only be posted for a limited period of time.
- Only students enrolled in the class may have access to the clips.
- A "limited and reasonable portion" of a video can be streamed. Not a complete work.

Failure to abide by these restrictions is a violation of the law, and may result in legal penalties as well as revocation of library privileges and other University imposed sanctions.

Learn more about the TEACH Act at the American Library Association website:

<http://www.ala.org/ala/issuesadvocacy/copyright/teachact/index.cfm>

### **Deadlines:**

In order to get your streaming requests ready in time for the beginning [first week] of the semester, we must have ample time to prepare your clips. If your requests are in by July 1, your clips will be ready for the beginning of the fall semester. If your requests are in by November 15, your clips will be ready for the beginning of the spring semester. If your requests are in by April 18, your clips will be ready for the beginning of the first summer session.

Lists received **after** the deadline will be processed in the order in which they are received. As a result, material submitted after the deadline may not be available to students during the first week of the semester.

**How to put in a request:**

Requests can be made by filling out a form entitled, Streaming Video Edit Log. Come to the Media Services desk, ask for a supervisor, and we'll be glad to provide you with the form and answer any questions you may have.

**Request Guidelines****Filling out the Form:**

- Faculty must fill out a separate log for each course.
- Please do not substitute a syllabus and/or reading list for a completed request form.
- The faculty member must sign each copy of the form. Signatures of teaching assistants, administrative assistants, students, spouses, or other faculty or staff are not sufficient.
- Each form must include the instructor's name, the course number, and the instructor's department. The instructor must also provide his/her phone number, and an e-mail address.

**Contact Us**

For more information please visit:

[http://www.american.edu/library/mediaservices/blackboard\\_streaming.cfm](http://www.american.edu/library/mediaservices/blackboard_streaming.cfm)

Or call us at:

(202) 885-3250

I acknowledge that I have read and understand the terms and conditions of the American University Library Streaming Media Policy. I acknowledge that compliance with the policy is a condition of continued participation with the program and that a violation of this policy may result in administrative, financial, and legal penalties. I agree to be bound by the terms and conditions of the policy.

Signature: \_\_\_\_\_