



VITRC Policy for Video Streaming Services

Introduction

The audio/video streaming services are used to promote the University's missions of instruction, and public service. Currently, the services involve streaming formats of Real Media (RM) and upon special request, streaming can also involve Windows Media format. These services will evolve with changes in technical directions of streaming media.

Request for Service

It is advised to request recordings at least two (2) weeks prior to event. Requests will be scheduled on a "first come" basis; however, VITRC will make every effort to accommodate reasonable requests.

University Usage

The following may use this service to provide streamed content and are classified as "owners" of the streamed resource:

- Departments within the University
- University faculty and staff and university students with faculty sponsorship
- Outside organizations when approved by the Director of Veraldi Instructional Resource Center

Access to Streamed Resources

Video streams are accessible from VITRC website (www.ltuvitrc.com) access is available to anyone with the appropriately configured player (http://www.download.com/3000-2139_4-10706703.html). Video streams can be incorporated within a Blackboard course, thus be available only to enrolled individuals.

Appropriate Use Statement

Appropriate uses of these streaming media services include, but are not limited to, aiding in access to higher education instruction, university events, student presentations, and training. The "owners" (faculty, staff and others responsible for the media) of the streamed resources are responsible for adherence to copyright laws and any applicable licensing terms. For more information, refer to the LTU Library resources page: **Lawrence Tech TEACH Act Policy Statement** http://www.ltu.edu/library/teachact_ltopolicy.asp

Privacy

VITRC does not monitor content; however, upon viewing, VITRC reserves the right to remove file(s) that violate any university policies and procedures and/or U.S. law upon consultation with the Legal Counsel.

Storage

All videos are stored on the VITRC server. Video streams will be made available for two (2) semesters. At the end of that time, video streams will be backed up to external media (CDs, DVDs) and returned to the author and/or department unless a specific request is received by VITRC to have the stream maintained on the server for a longer period of time.

Effective: 01/01/2008