

COURSE RESERVES
VIDEO STREAMING POLICY

To comply with U.S. copyrights laws, Penrose Library will host streaming media for course reserve following these policies and procedures:

1. Instructors should first consider using streaming media currently available through Penrose Library's streaming databases, e.g. Kanopy, Swank, and Films on Demand etc. If not through those resources, can permission or a license for streaming be negotiated?
2. Penrose Library will digitize the physical media into streaming format if following conditions are met:
 - a. Penrose Library must own a copy of the physical media. The physical media should not be withdrawn if streaming media is made available.
 - b. Streaming rights for educational purposes cannot be obtained at a reasonable price after extensive efforts to do so.
 - c. The materials must be related to the curriculum and required as part of a course.
 - d. The amount streamed should be reasonable and appropriate for the educational purposes, in accordance with Fair Use. Instructors should be able to make a Fair Use claim for using the materials and use as little as possible for their pedagogical purposes.
 - e. Access to the materials will be password restricted to students currently enrolled in the course. Access to streaming materials will be discontinued at the end of the semester.
3. Penrose Library will not facilitate access to commercial services such as Netflix, Hulu, etc. that are intended for individual users on a subscription basis.
4. Digitizing physical media requests will take a minimum of 5 business days to complete. If the physical media comes with subtitles, they will be burned into the streaming version unless otherwise stated in the request. Not all physical media may be converted into streaming format.

5 February 2019