

Streaming/Digitized Media Policy

Instructional Support Services will digitize video and audio media held by the library upon request. This service is available to all instructors of Viterbo University.

The goal of this policy is to establish practices that support instruction and comply with intellectual property rights defined by the U.S. Copyright Code; the Technology, Education, and Copyright Harmonization Act (TEACH Act); and the Digital Millennium Copyright Act (DMCA).

The following parameters apply to digitization of library media:

- For copywritten material, all efforts should be made to find the material in a digitized form prior to requesting digitization. Instructional support services may assist in this effort. Consider additional methods to lawfully share the video with students:
 - Check out the DVD from the library's collection and show it during class.
 - Place a DVD on Reserve at the library's Main Desk and require students to visit the library to view it or check it out.
- All material must be owned or licensed by the Todd Wehr Memorial Library. The library will make every reasonable effort to purchase the requested resource and will accept donated materials for addition to the library collection.
- Instructional Support Services will not digitize personal or departmental media, or anything borrowed from another institution via Interlibrary Loan or rented from a commercial video store.
- Digitized and streamed media files are available **only** for the duration of the class for which they are intended. Access is provided via Moodle, and will be disabled at the end of the term. A new request for the media must be made for each term that the course/media is offered.
- Digital copies are to be used for educational purposes only for the benefit of students enrolled in the course.
- Faculty, staff, and students may not copy, redistribute, modify, or archive any streamed files.
- Requests for digitized media may be submitted via the library web site. Contact reference@viterbo.edu or streamingmedia@viterbo.edu with any questions.

Media Retention

Instructional Support Services will remove digitized media within one year of the original digitization request. Instructors can submit a new request for digitization at that time.

Media in fragile formats or for which players or new releases are no longer reasonably commercially available (e.g., media on VHS) may be digitized and stored in the library archives as a preservation copy, pursuant to section 17 U.S. Code § 108 of U.S. Copyright Law. To determine if a title qualifies for this exemption, contact the library at reference@viterbo.edu