

## Streaming Media Policy

Viterbo University will provide streaming media services for materials held in the library. This service is available to all instructors of Viterbo University.

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

1. All material must be owned or licensed by the library. The library will make every reasonable effort to purchase the resource requested and will accept donated materials for addition to the library collection.
2. The Academic Media Center will not digitize titles borrowed from another institution via Interlibrary Loan, rented from a commercial video store, or personal or departmental copies.
3. Streaming 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 completion of the course. Digital copies are to be used for educational purposes only to benefit the students enrolled in the course.
4. Faculty, staff & students may not copy, redistribute, modify, or archive any streamed files.
5. For instructions on the submission process, please click here: [Online Conversion to Digital Format Request Form](#) or contact [reference@viterbo.edu](mailto:reference@viterbo.edu).

### *Media Retention*

The Academic Media Center will retain media on the streaming server for one academic year. Streamed media not utilized for one academic year will be deleted from all university servers, but will be re-digitized for classroom use upon request.

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 US Copyright Law. To determine if a title qualifies for this exemption, contact the library at [reference@viterbo.edu](mailto:reference@viterbo.edu).