

Video Streaming Request

This form must be submitted to Chad Linder, along with the material to be prepared for streaming, at least 2 weeks before the material is needed online.

Due to limited server space and copyright restrictions, please request only the amount of the item necessary to meet instructional objectives.

Material will be available online from the date needed for three weeks.

Material will be copied for streaming "as is" or in specified segments. No editing will be performed.

To be completed by instructor:

Instructor: _____

Today's Date: _____ Date Needed: _____

Course (Prefix, Number, Semester): _____

Title of Material: _____

Format: _____

Describe in detail the exact amount of material to be used. If more than one file is requested, please state the amount of material for each file.

Specify the file name(s) you want:

Do we need to retain the files for use at a later date?

Please answer the following:

Yes or No

The work to be transmitted is an amount comparable to that amount I would use in a traditional classroom session of this course

The material is directly related and of material assistance to the teaching of this course and is an integrated part of the course experience

The material was lawfully made or acquired

Yes or No

The material will only be viewed through BlackBoard by students officially enrolled in the course for which the transmission is made

The course for which the material is to be used provides notice to students that course materials are subject to copyright protection and may not be copied, retained, or disseminated

I agree that this material is not a textbook or other material which is typically purchased or acquired by students

To be completed by Technology Staff:

Yes or No

Material submitted is in digital format

Material has technological protection that prevents its lawful use for the course

CCC is an accredited non-profit educational institution with instituted policies regarding copyright, and has provided informative materials to faculty, students, and staff that describe and promote copyright compliance.

Technological measures have been taken to reasonably prevent retention and unauthorized dissemination of the files created. The copy of materials is made for the sole purpose of transmitting the work for the specified class and will be retained and used solely by the institution. The copy of the material will be stored in a manner not ordinarily accessible to anyone other than anticipated recipients and will be retained for only a period reasonably necessary to facilitate transmission.