

ISC10D009

Title: Video and Audio Streaming Service - Put up and take down policy
Circulation: Information, Strategy and Services Committee – 11 November 2010
Agenda: ISC10A001
Status: Open

The following policy is for review by the Library Forum as a representative of stakeholders and prior to ratification by ISSC. Members are invited to comment.

Version: 0.1

Status: Draft

Authorisation: approved by ISDMT; now to consultation with representatives of stakeholders.

Purpose statement: The policy is made to ensure appropriate use of the video and audio streaming service.

Applicability and scope: All users who are permitted to upload content via the video and audio streaming service. This will normally be UEA staff or their appointed representatives.

Effective date: Next ISSC meeting.

Responsibilities: The policy will be overseen by ISD Management Team (ISDMT) and monitored by the service owner.

Publication: Once approved, the policy will be published on the web at <http://www.uea.ac.uk/is/strategies>.

Review frequency: The policy will be reviewed on an annual basis or more frequently if changes are required. It is therefore subject to ad hoc (on demand) updates outside the defined review cycle.

Date of next review: November 2011.

Policy statement:

Video and Audio Streaming Service - Put up and take down policy

The Video and Audio streaming service is provided to enable the publication of content for UEA teaching, research, enterprise and engagement.

The UEA conditions of computer use apply to the use of the service for the electronic publication of content. See <http://www.uea.ac.uk/is/itregs/usepols>

Care must be taken to ensure you do not create, transmit or publish any material that is illegal, offensive, abusive, or liable to bring the University into disrepute.

The publisher (i.e. the person whose content is uploaded) has the responsibility to ensure that only copyright cleared content is published on the video and audio streaming service. If in doubt, advice is available from the UEA Information Policy & Compliance Manager, Tel: +44 (0)1603 59 3523, D.Palmer@uea.ac.uk

Off-air content which has been recorded under the terms of the Education Recording Agency (ERA) licence may not be uploaded / published as the University does not currently have a license for this to be made available off-campus.

Published content which is considered by the ISD Video and Audio Streaming Service owner to fall outside the boundaries of the above shall be removed and the content owner informed as to the reason. An appeal against its removal may be made to the ISD Management Team (ISDMT).