

## Streaming Media Server Workflow Process

### References: The TEACH (Technology, Education and Copyright Harmonization) Act

1. Instructor will complete the online Academic Technology Resource Center (ATRC) TEACH Act Compliance Checklist Form to have a title placed on the Streaming Media Server and the requesting instructor will receive a confirmation email.
2. Upon receiving a confirmation email, the instructor will bring the media to the Library Information Desk.
3. Librarians will review titles using the library database holdings to determine if the title is already available for Instructor use, this allows additional verification of compliance with the TEACH Act. (cf. Compliance Checklist Form).
  - a. If the title is already available, or can be provided from the Library holdings, no further action is needed, and librarians will inform the instructor on how to access the video from Library holdings and tell the instructor to come to the Library Information Desk to pick up the media and close the ticket.
  - b. If the title is not available through Library holdings or Kaltura, and librarians determine a commercially licensed digital version is available the media will not be streamed. Librarians will inform the instructor to come to the Library Information Desk to pick up the media and close the ticket.
  - c. If the title is not available through Library holdings, and the TEACH Act would cover the use, then librarians will set the ticket status to Awaiting ATRC Review and leave the media at the Library Information desk for ATRC staff retrieval.
4. ATRC staff confirms the media is valid, playable on ATRC DVD/VHS players, and that the media is not a bootleg copy. If this step fails, media will need to be returned to the Library Information desk for later return to the instructor and the ticket will be set to status Awaiting Library Review, if not ATRC staff set the ticket to status In Progress and will capture and audio boost the video for processing.
5. Non-English language media will bypass step 6.
6. ATRC staff requests DECT funding for captioning, if and only if the media has a soundtrack in English. English language media must wait until grant approval to proceed.
7. ATRC staff will upload the video to the streaming server system.
8. ATRC Staff will contact requesting instructor with a note on the completion of the video, including instructions on how to add the media within the Canvas system, and set the ticket to status Closed.
9. ATRC will deliver the media to the Library Information desk to be added the Streaming Server Reserve Collection.

### Media Requirements

10. Must use DVD version of media if it exists.
11. If no digital version exists original VHS tapes will be acceptable.
12. Closed captioning is required of all English language titles.
13. Foreign language films may have subtitles turned on if requested.
14. Foreign language films will not require closed captioning.
15. Must be kept in accordance with AP 3310 RECORDS RETENTION AND DESTRUCTION in the Streaming Server Reserve Collection.

Department of Primary Responsibility: ATRC.

**Date Adopted: 3/1/2019**