

Order #	Date	IN #	SpeedType #	Total Fee
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**Streaming Media Request Form for Faculty Course Reserves**

Please submit with video materials to Norlin Library Circulation Desk

Professor's Name:	Department:
Email:	Phone:
Course Name & Number e.g. HIST 1234:	Semester/Year:

**Streaming Media File Options 1-4. Complete each section that applies. Fees listed on back.**

1. Create a separate streaming file for each of the following video and/or audio items. List in order of priority:

Title _____	Call No. _____	Author/Director _____
Title _____	Call No. _____	Author/Director _____
Title _____	Call No. _____	Author/Director _____
Title _____	Call No. _____	Author/Director _____
Title _____	Call No. _____	Author/Director _____

2. Create a separate streaming file for each of the following clips only. List in order of priority:

Title	Call No.	Start Time of Clip (hr: min: sec)	End Time of Clip (hr: min: sec)

3. Create a single streaming file that *combines* all of the following clips:

Title	Call No.	Start Time of Clip (hr: min: sec)	End Time of Clip (hr: min: sec)

4. Include subtitles for the following DVD movies or clips:

DVD Title	Call No.	Subtitle language to be displayed

**Copyright signature required on reverse side**

In order to place materials on electronic course reserves, faculty must either acquire permission from the copyright holder or certify by signing below that the material to be copied qualifies as Fair Use. A determination of Fair Use must be based on Section 107 of the United States Copyright Act, which states:

"Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified in that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature, or is for non-profit educational use;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work."

Some resources for helping to determine whether or not a particular use is Fair:  
<http://librarycopyright.net/fairuse/> American Library Association's "Fair Use Evaluator"  
<http://copyright.columbia.edu/fair-use-checklist> Dr. Kenny Crews' (Columbia Univ.) "Fair Use Checklist"

If you are claiming Fair Use for the materials you are submitting for electronic reserves, and permission to do so has not been granted by the copyright holder, you must sign the following statement:

**I have determined, to the best of my ability, that the materials listed above and any and all other material which I submit for inclusion in the CU Boulder Libraries' Electronic Reserves system, for the SPRING 2011 semester, qualify as educational Fair Use. I understand that I may be held personally responsible should legal action be taken by the copyright holder.**

Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_

### Streaming Media Encoding Fees

Faculty members in the College of Arts and Sciences are eligible for a fee waiver during the current pilot phase of the streaming initiative. Please contact Gale Holdren at CU's Arts & Sciences Support of Education Through Technology program (ASSETT): [gale.holdren@colorado.edu](mailto:gale.holdren@colorado.edu); 303-735-3813.

Fees apply to the time and labor intensive process of capturing, converting, and encoding audio/video content for streaming media delivery using advanced, standards-compliant hardware and software digitization methods.

Length of Program Minutes >>	1-30	31-60	61-90	91-120	120+
<b>Video</b> Single continuous program or clip	6.00	12.00	18.00	24.00	\$6 per 30 min.
<b>Video Clips</b> Multiple clips combined to create a continuous streaming file	Add \$3.00 per clip to above Video rates				

### Acceptable Formats for Streaming Media Conversion

**Video:** DVD (NTSC, PAL), Blu-ray Disc (BRD), VHS (NTSC, PAL), Mini DV, HDV, Laserdisc, Betamax, Betacam SP, Hi8 (analog), 3/4" U-Matic.  
**Video Files:** MPEG1/2/4, AVI, WMV, MOV, DV