Streaming Server Request Form and Copyright Waiver

It is the policy of DeSales University and the Distance Education and Instructional Technology Department to comply with all laws regulating copyright, trademark and licensing.

Unauthorized copying of software, including programs, applications, data bases, code, or copying of videos and music is illegal and a violation of University policy. Without prior consent from the copyright holder, **University streaming media policy permits** no more than 50% of a copyrighted work to be streamed <u>asynchronously</u> and no qualitatively substantial portion of the work be included that might replace a student's purchase of the copyrighted work.

> *For more information on copyright, fair use, the TEACH Act and streaming media in online courses, visit the Trexler Library or its web page at http://desales.libguides.com/copyright*

I assume full responsibility for compliance with the U.S. Copyright Law and University streaming media policy regarding any reproduced material that I have submitted to be digitized and stored on the streaming server. (Fill out and email to deit@desales.edu or drop off in Trexler Library.)

_____

Signature   Date

_____

Name (Printed)   Email

_____

Course Name and ID   Department

_____

Media Title   Publisher/Producer   Format (CD, DVD, VHS, MP3)

_____

Date Needed (*Media links are disabled to students at course end and removed from server after two years at the end of the academic terms, unless DEIT is otherwise notified*)

For Departmental Use: Posting Date _____ Instructor Notification _____

Staff Initials   _____

Last modified: 4/30/2010

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Use the following table to document additional files covered under this agreement

Course Name & ID	Department	Media Title, Publisher/Producer	Format	Date Needed