Streaming Video Conversion and Upload Service

- Please submit this form with your personal and/or library video items at the Norlin Library Circulation Desk.
- Funding approval or payment method must be indicated on this form prior to submission.
- Please sign required copyright acknowledgement and see streaming fees on reverse side.
- For assistance with setting up uploaded streaming video files in your D2L course, contact Learning Technology at OIT: [http://www.colorado.edu/oit/services/academic-technology/learning-technology](http://www.colorado.edu/oit/services/academic-technology/learning-technology)
- For more information about our Libraries’ service, please contact: MediaServices@Colorado.EDU; 303-735-2681

<table>
<thead>
<tr>
<th>Professor’s Name:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Phone:</td>
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| Course Name & Number (e.g. HIST 1001): | Semester/Year: |

**Video Titles** – Please list videos to be prepared for upload to the Kaltura streaming server. List in your priority order (allow 3-10 days for completion, depending on current backlog):

1. Title______________________________Call No.____________Director____________
2. Title______________________________Call No.____________Director____________
3. Title______________________________Call No.____________Director____________
4. Title______________________________Call No.____________Director____________
5. Title______________________________Call No.____________Director____________
6. Title______________________________Call No.____________Director____________
7. Title______________________________Call No.____________Director____________
8. Title______________________________Call No.____________Director____________
9. Title______________________________Call No.____________Director____________
10. Title______________________________Call No.____________Director____________

**Subtitles** - Please indicate language subtitles for any of the *DVD items* listed above:

<table>
<thead>
<tr>
<th>List Number</th>
<th>Language</th>
</tr>
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<tbody>
<tr>
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**Video Clips** – If you wish to prepare specific clips for streaming from the titles listed above, please contact the Media Services office for further instructions: 303-735-2681; MediaServices@Colorado.EDU.

—Sign Copyright Acknowledgement on reverse side—
Copyright Acknowledgement – Signature Required

In order to copy and upload course video content to the campus streaming server, 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 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 University) “Fair use Checklist”

If you are claiming Fair Use for the media you are submitting for streaming, 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 media items listed above for upload to the CU Boulder Campus streaming server 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 Video Encoding and Upload Fees

Faculty members should consult their department administration regarding possible funding support to cover the Libraries’ streaming media conversion and upload fees. To ensure timely processing of your request, please enter an authorized department speedtype account number in the space provided at the top of this request form.

Streaming requests submitted at the circulation desk must indicate one of the following payment methods at the top of the request form before they can be accepted:

- An approved department speedtype number
- Payment by credit card or personal check will be accepted at the time of pickup of your completed order at the Norlin Library Circulation desk

Fee per individual video program or clip converted to a streaming file and uploaded to the server:

<table>
<thead>
<tr>
<th>Program Time Length</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-30 minutes</td>
<td>$6.00</td>
</tr>
<tr>
<td>31-60 minutes</td>
<td>$12.00</td>
</tr>
<tr>
<td>61-90 minutes</td>
<td>$18.00</td>
</tr>
<tr>
<td>91-120+ minutes</td>
<td>$24.00</td>
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</tbody>
</table>

Maximum per single video program on a DVD or tape: $24.00

Please note that a “single video program” includes a part or volume in a multiple volume set.

Acceptable Formats for Streaming Conversion
DVD (NTSC, Foreign Region), Blu-ray Disc, VHS (NTSC, PAL), Mini DV, Laserdisc, Betamax, Betacam SP, Hi8, ¾” U-Matic