

## WUSTL Libraries Streaming Media Policies and Procedures

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The WUSTL Libraries provide audio and video streaming services for materials held in the Olin and the Music Libraries collections which are needed for course reserve. The following policies and procedures may change as the streaming services evolve.

### Requesting Streaming Audio

- Please send requests for music/spoken word recordings held in the Gaylord or Olin Library collections to [music@wumail.wustl.edu](mailto:music@wumail.wustl.edu)
- The audio streaming server is located at: <http://streaming.wustl.edu/courses/music/>

### Requesting Streaming Video

- Submit requests for streaming video through:
  - Your subject librarian <http://library.wustl.edu/research/librariansalpha.html>
  - Olin Library Reserves staff at [reserve@wumail.wustl.edu](mailto:reserve@wumail.wustl.edu), 935-5451
  - Online through the Ares website <http://ares.wustl.edu/ares/>
- Streaming requests are required 4-6 weeks before the semester begins to allow sufficient processing time.
- The Libraries license a streaming version of the film if available from commercial vendors, or provide a link to material if available to the WUSTL community through a subscribed database.
- If unavailable from a commercial vendor, the Libraries provide streaming video for DVDs and VHS tapes currently in the Olin Library collection or otherwise lawfully made and acquired. (We cannot stream personal rentals or films borrowed on Interlibrary Loan.)
- Blu-Ray DVDs are *not* available for streaming at this time.
- VHS tapes may be streamed but we cannot guarantee picture or audio quality.
- Access to streaming video on mobile devices is *not* available.
- If not currently owned, the Libraries will attempt to purchase a DVD and if need be, any necessary performance rights to fulfill a streaming request. This may increase processing time.
- Providing an assignment or “Need By” date helps us prioritize your request and meet your deadline.
- Changes or additions made after the semester has started are processed in the order they are received.

### Accessing Streaming Video

- Streaming videos are linked through Ares, the Libraries’ eReserves system.
- Students who are enrolled in the course have access to the video by logging into Ares (<http://ares.wustl.edu/ares>) using their WUSTL Key.
- Commercially licensed films may require Microsoft Silverlight or Adobe Flash.
- For films that are streamed in-house by the Libraries:

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- Real Player is required to view these films.
- A secondary username and password to access the file on the streaming server is distributed to faculty/instructors who are responsible for giving it to enrolled students.
- All links to streaming video in Ares are deactivated at the end of each semester.
- Visit <http://streaming.wustl.edu/help/> for Real Player installation guidance and to troubleshoot common streaming problems.
- Contact Olin Library Reserves staff ([reserve@wumail.wustl.edu](mailto:reserve@wumail.wustl.edu)) for assistance with:
  - Linking streaming video within Blackboard
  - Supporting users with disabilities
  - Questions, concerns, or suggestions related to streaming video

### Rights & Permissions

- This service is available for Washington University faculty and instructors **only** to be used in conjunction with course reserves. The principles of copyright law that apply to electronic course content are the same as those that apply to printed course material, regardless of whether the electronic content is textual or audio-visual, or where it is stored (e-reserves, Ares, Blackboard).
- Faculty and instructors are responsible for obtaining necessary permissions and determining whether the fair use limitation or other exception under copyright law (Title 17 of the U.S. Code) applies to their specific use. A clear and articulable nexus between need for the material and pedagogical purpose is essential to any request relying on fair use. Please see <https://www.wustl.edu/policies/copyright.html> for information on copyright and compliance with Washington University Intellectual Property Policies.
- Individuals viewing streaming video are prohibited from downloading, sharing, installing and/or operating unauthorized streaming media programs, applications and devices in accordance with the Washington University Computer Use Policy <http://wustl.edu/policies/compolicy.html>.
- Failure to abide by Washington University compliance and policies like those described in #11 of the offenses outlined in the University Student Judicial Code <http://www.wustl.edu/policies/judicial.html#III> exposes students to the sanctions described <http://www.wustl.edu/policies/judicial.html#VI> from warnings to expulsion.
- Instructors requesting streaming video services and individuals viewing streaming files agree to comply with the terms of this policy.

### System Requirements

- Internet connection speed: 70 Mbps (down)
- Platform support: Windows 7, OS X
- Streaming films produced in-house by Olin Library require Real Player; see our Streaming Help site <http://streaming.wustl.edu/help/> for appropriate versions to run on PC or Mac
- Commercially licensed films may require Microsoft Silverlight or Adobe Flash
- A wired connection is strongly encouraged for optimal viewing