

Guidelines for Classroom Support of Faculty in the Transition from VHS to Digital Formats

September 19, 2013

Background:

In 2012 OIT began to plan to mitigate the obsolescence of VHS players and tapes for classroom instruction. Over the course of 5 years, 20% of the UCI classrooms will be refreshed annually and will only support digital visual media, e.g., DVD, BluRay, and video streaming formats. In Fall of 2013, with 40% of the UCI classrooms not supporting VHS tape use by default, it is time to promulgate “best practices” for campus support staff who need to assist faculty in making this transition. Below are guidelines determined in collaboration with the UCI Libraries, OIT, DUE, departmental and school IT and media services, and Campus Counsel. These guidelines do not cover situations in which the VHS content is of personal interest only and not to be used in classroom instruction.

Definitions:

Before describing support scenarios, we wish to define a few terms used in the document:

‘campus staff members’ specifically describes the set of campus staff in the UCI Libraries, Office of Information Technology, Division of Undergraduate Education, and IT and Media services groups within Departments and Schools.

‘instructional media collections’ refers to UCI Libraries and Departmental and School media collections of VHS, DVD, and other instructional media.

‘institutionally licensed versions’ of media refers to licensed versions of media that can be shown in an instructional environment like UCI as compared to personally licensed materials that one can show at home, etc.

VHS Mitigation Scenarios:

Below we describe the most common scenarios where faculty might ask for assistance.

Faculty Member is Copyright Owner or has permission from Copyright Owner:

If the person requesting the conversion to DVD **owns** the copyright to the content on the VHS tape or has documentation **with permission** from the copyright owner for format migration, campus staff members **may** assist with full conversion of the VHS to DVD. Staff will retain a copy of the copyright permission with the written faculty request to convert a VHS tape to a DVD.

Faculty Member is NOT Copyright Owner or does NOT have permission from Copyright Owner:

- A. Commercially Available Copy
 1. Funds are usually available for the purchase of institutionally licensed versions of the DVDs, Blu-Ray Discs, or streaming video. Faculty will contact a representative of the UCI Libraries or the Departmental or School media archivist to request the purchase of a replacement video. The new media will reside long term in the instructional media collections of either group. The usual time required for a purchase is anywhere from a week to several weeks, depending on the distributor.

2. If there is not time to acquire the title in an institutionally licensed version before class meets, a temporary DVD copy may be made which must be destroyed when the legally acquired copy arrives. It is the responsibility of the faculty member to return the temporary copy when picking up the newly purchased work.
3. If the faculty member only wants excerpts from the VHS tape, such sampling may be accomplished by either Departmental or School IT staff or the Division of Undergraduate Education based on the guidelines at: <http://www.copyright.gov/1201/2010/initialed-registers-recommendation-june-11-2010.pdf>. Usage of this nature generally falls under the doctrine of 'Fair Use' (see <http://www.copyright.gov/fls/fl102.html> for more details). UCI Libraries and Campus Counsel conduct training events for staff and faculty in this area.

B. No Commercially Available Copy

Under section 108 of the Copyright Act, libraries have special copying privileges in light of the important role libraries and collections play for education, scholarship, preservation of knowledge, and to society in general. Contact your UCI Libraries Subject Librarian (<https://www.lib.uci.edu/subject-librarians>) for assistance with creating a copy of a work which is not available commercially. Said copy will be retained by the UCI Libraries and added to the media collection for instructional and research use.

Campus IT and Libraries staff provide an important function in supporting faculty in their teaching role and in protecting the institution from legal challenges. For consultation about special needs, please contact your UCI Libraries Subject Librarian (<https://www.lib.uci.edu/subject-librarians>).

For more information on the classroom upgrade project and the transition away from VHS usage in campus classrooms please contact either Eric Rupp (x46962) or Allen Schiano (x42829) of OIT/Classroom Technology Support.