UHCL Neumann Library Streaming Video Guidelines

We offer current faculty the option of delivering online course materials via streaming video. They can be accessed from any computer with Internet capabilities, thus providing students with 24-hour access to video materials for your current online courses.

If your course is delivered face-to-face, you can check the library catalog for videos available for viewing during a class meeting, or check the list of video databases for videos available online.

Service
With a minimum of three weeks notice, Neumann Library will

- Find a vendor that offers access to a streaming version of the video
- Or digitize and upload videos onto a UCT streaming server

We will send a request to UCT Support Services for an instructional designer to add the URL or embed code for each video to the Blackboard online course or course shell.

UCT requires that streaming videos be accessed from a WebCT or Blackboard course. If you do not have an online course, please contact Shanta Goswami, goswami@uhcl.edu to get the latest Web-Supported Course Approval form to have a course shell created for this purpose.

We can digitize videos from VHS or DVD. These must be owned by the faculty member, a university school or department, or Neumann Library. The library will consider purchasing videos needed for courses. Please contact your library liaison to request purchases.

All streaming video requests will be processed in the order they are received.

Copyright Liability
Digital streaming rights must be obtained for each video. Neumann Library will research and purchase these rights from the copyright holder whenever possible. Please note that some copyright holders do not grant rights to their videos. We cannot make any video available for which we cannot obtain digital rights. Be aware that this process can add to the three week processing time we require. We will notify faculty if digital rights are not granted.

Making requests
Before submitting a request, please check the library catalog for the video title(s). They may already be available in a library subscription video database. We can help you determine the correct way to access them.

Submit one request form for each course. If the course is taught under different rubrics (a combined course), one form is sufficient for all of them. Please do not substitute a syllabus and/or reading list for a completed request form.

Bring videos to the Associate Director for Library Digital Services after submitting the form(s).

Questions?
For more information, please contact the Associate Director for Library Digital Services 281-283-3919  berrish@uhcl.edu