

Video Recording of Faculty Events

The FCPE offers video recording services for faculty events and will also train faculty who want to record events themselves. Due to the high number of requests, it is not guaranteed that all events can be recorded by FCPE staff; however, if the request is made at least 2 weeks prior to the event, it is very likely that the FCPE can provide this service. If we are unable to cover the event, we can provide training on the equipment for a faculty member or participating student. Faculty events that are under 2 hours will receive this service free of charge. For events that are longer than 2 hours and events requiring editing, there will be an hourly fee of \$10.00 charged to the participating department through interdepartmental invoice forms for additional time spent on the project. For non-faculty events there will be a \$10.00 hourly fee charged to the participating department through interdepartmental invoice forms.

To request an event to be recorded, please submit the online request form available at <http://fcpe.adelphi.edu/services/tapingrequest.php> no later than 2 weeks before the event.

Uploading/Editing of video events taped by FCPE

If no editing of your video-taped event is required, the FCPE will provide you with a link to the video and/or 1 DVD copy 3-4 days after the event. If editing is necessary, you will need to make an appointment with FCPE staff to discuss the project. A completion date will be established after the first meeting; please allow 4 days after your last appointment for a link and/or 1 DVD copy to be available.

Videos of recorded events will only be uploaded if accompanied by a release form signed by the presenter(s) and participant (s). The release form can be downloaded from: <http://fcpe.adelphi.edu/services/VideoRecordingAuthorizationForm.pdf>. The completed form should be returned to the FCPE prior to the event date.

Editing

If you would like to create a custom video, please make an appointment with the FCPE to discuss the project. This will require several meetings. After the first meeting, you will be given a timeline including how many additional meetings are required and a timeframe for the completion of the project. Only 1 DVD copy will be given per request.

Multiple Copies of DVD Content

The FCPE needs to limit its productions to 1 copy per request. If you need multiple copies of a project, please consult a vendor of productions services. (see list below)

Full Copy of DVD/VHS (copyrighted)

If an entire volume needs to be copied and converted, and is owned by the University, please contact Access Services at x3570. They will review the applicable copyright restrictions and make the videos available to your students if permissible.

Full Copy of Video Material (uncopyrighted)

If an entire volume needs to be copied and you own the rights to it, please bring it to the FCPE with a completed Video Digitization Request Form to have it copied and either placed on the Adelphi server or made into a DVD. Please allow 4 days for completion. Only 1 DVD copy will be given per request. *An example of a video to which you have full rights could be a recording of you presenting at a conference.*

Video Excerpts (copyrighted and uncopyrighted)

When only a portion of a video needs to be copied, please bring the VHS tape or DVD to the FCPE with a completed Video Digitization Request Form. Please allow 4 days for completion. Only 1 DVD copy will be given per request. *If you are bringing in a VHS tape make sure the tape is cued to the part of the video that you would like to copy.*

Video Digitization Forms can be downloaded from: <http://fcpe.adelphi.edu/services/DigitizationRequestForm.pdf>

Podcasting with iTunes University

Faculty can [borrow digital sound and video recorders](#) from the FCPE to tape lectures or any other class-related activities. In order to make them available to students they must first submit the [iTunes U Course Request Form](#). Once the course has been created, they will be able to upload and manage files at their convenience.

Video Production Vendors

LONG ISLAND

Digital Vision Production

705 Middle Neck Rd.
Great Neck, NY 11023
(516) 829-2212
<http://www.dvpng.com>

Shereck Video Services, Inc.

822 Fanwood Ave
North Woodmere, NY 11581
(516) 792-9571
<http://www.shereckvideo.com>

C and L Video Services

550 New York Ave
Huntington, NY 11743-4216
(631) 421-2847
<http://www.clvideo.com>

MANHATTAN

Screamer Vision

247 West 35th St. 7th Floor
New York, NY 10001
(212) 951-7171
<http://www.screamervision.com>

The FCPE is not affiliated with any vendor and cannot advise regarding pricing, quality, and delivery of their services.