



Faculty Guidelines for requesting instructional video and sound files

Video Taping of Faculty Events

The FCPE will coordinate the taping faculty events. We cannot guarantee that all events can be taped, however we got approved a more flexible budget for extra students on call. When we receive a request, Rich will contact the trained students who are on call to see who is available. If one of them is available for the taping, we will 'hire' and pay him/her by the hour for the event. If there is no student available, we can only offer to train the faculty member or a student he/she may want to engage. In that case, there will be no payment involved from our side. That would be up to the faculty member to arrange if desired.

This means for your request, we will try to find students who can cover the event. Faculty need to forward specifics including dates, times, location and contact person via the online request form available at <http://fcpe.adelphi.edu/services/media.php>. Please submit requests as much in advance as possible but no later than one week before the event.

Full Copy of video (copyrighted) – If an entire volume needs to be converted, please contact Frank Scaturro from the library at x3550, they will review the copyrights and make the videos available for your students if the copyrights permit.

Full Copy of video material you own the copyrights to- If an entire volume needs to be converted and you own the rights to it, please bring it to the FCPE to have it converted and uploaded or made into a DVD. Please allow 4 days for completion. An example of a video to which you have full rights could be a recording of you presenting at a conference.

Video Excerpts – When a portion of a video is needed, the media can be cued to the approximate start location and dropped off at the FCPE with a completed ¹VE form attached. Please allow 4 days for completion. E.g. if you would like to use 10 min from the middle of a movie, submit the following information below.

VE forms can be downloaded from: ¹<http://fcpe.adelphi.edu/manuals/ve.pdf>

Tape – VHS

1. Cue tape to desired start location
2. Title of Clip: **“Team work”**
3. Duration from cued point: **10 minutes**
4. Your eCampus username: **doe4**

DVD

1. Title of Clip: **“Team work”**
2. Start Time: **19:50**
3. End Time: **29:50**
4. Your eCampus username: **doe4**

Editing – If you would like to create a custom video, we will work on it with you. This will require several meetings. After the first meeting, you will be given a timeline including how many additional meetings are required.

Sound files for Podcast – lectures will be reviewed and uploaded on Wednesdays and Fridays. Lectures uploaded on Mondays, Tuesdays and Wednesday will be available on Wednesday night. Lectures uploaded on Thursdays and Fridays before 3pm, will be available Friday night. If your sound file(s) require editing, your posting will be delayed until the next posting period. Files should be uploaded via:
<http://gaia.adelphi.edu/lectures.upload.php>

Uploading/Editing of video events taped by FCPE – If no editing is required, a link and/or 1 DVD copy will be available 3-4 days after the event. If editing is needed, you will need to meet with the FCPE. 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.

NOTICE:

Videos of taped event will only be uploaded if accompanied by a release form signed by the presenter(s). Release form can be downloaded from
<http://fcpe.adelphi.edu/manuals/vtaf.pdf>