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Setting up a Media Commons

ABC Copyright Conference
Carlie Graham / Inba Kehoe
U Victoria Libraries



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- Philosophy
- Consultations
- Service/Equipment & Copyright
- Future / Ongoing Issues



Philosophy



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Consultations - Students



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Consultations - Faculty



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Consultations – Campus Experts



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Consultations – Campus Experts

Interview Questions

 What to provide

 Setup

 brands, accessories and lessons learned

 What's available

 Duplicate or not

MEMORANDUM

To: UVic Staff, Faculty, Instructors, Researchers

From: Shailoo Bedi, Director of Access & Branch Services
Carlie Graham, Administrative Officer of Branch Services

Date: June 11, 2007

Re: Media Commons, Mearns Centre for Learning, UVic Libraries

The University of Victoria Libraries is expanding, and we want to know what you think! One of the service areas in the new Mearns Centre for Learning will be the Bessie Brooks Winspear Media Commons, due to open January 2008. We are in the planning stages to determine what services we will offer in this facility, and this is where you come in. We want to know what you'd like to see in a Media Commons as a teacher and a researcher, as well as what you think students would require for their learning.

Here is a little background. The Media Commons will incorporate the current Music, Audio & Media Services, and multimedia productivity workstations, laptops, modern listening stations, small/medium/large multimedia and viewing rooms, small group collaboration spaces, digital video and audio capturing equipment, and self-serve digitizing and editing facilities. So, with this in mind we'd like to know:

- What multimedia software, hardware, and equipment do you use now to support research and teaching? What do the students you interact with use to support their learning?
- What campus facilities provide the infrastructure for you and the students you work with? What mobile devices do you and the students you work with use that you need to connect to UVic computers and equipment?
- What emerging technologies do you see yourself using to support teaching, learning, and research?
- If you have created a small multimedia lab environment in the past, what were your successes? What would you do differently next time?
- Is there any other multimedia technology that you think would benefit the UVic teaching and learning community?
- Do you or your students prefer to work on multimedia projects at home on your own software and equipment or do you prefer to work on these projects at UVic? Is there anything we can provide that would invite you to use our facilities?
- Is there anybody else you think we should contact for their feedback?

We appreciate your time and thought. You are helping us make the Media Commons a success. If you are interested in discussing multimedia needs further, please let me know and I will contact you shortly to set up a time that works best for you.

Thank you.
Sincerely,

Carlie Graham

ABC Copyright Conference



Consultations – Vendors



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Consultations – Vendors



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Service/Equipment & Copyright



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MUSIC, AUDIO & MEDIA SERVICES

APPLICATION FOR REPRODUCTION OF RECORDED PERFORMANCE

I hereby request permission to obtain a reproduction of the recorded performance, listed below, to be used for the following purpose (a specific statement is required):

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Entire Performance (or) Selections (please list order of sequence)

Composer(s): _____

Title(s) of Work(s): _____

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Name (please print): _____

Local address: _____

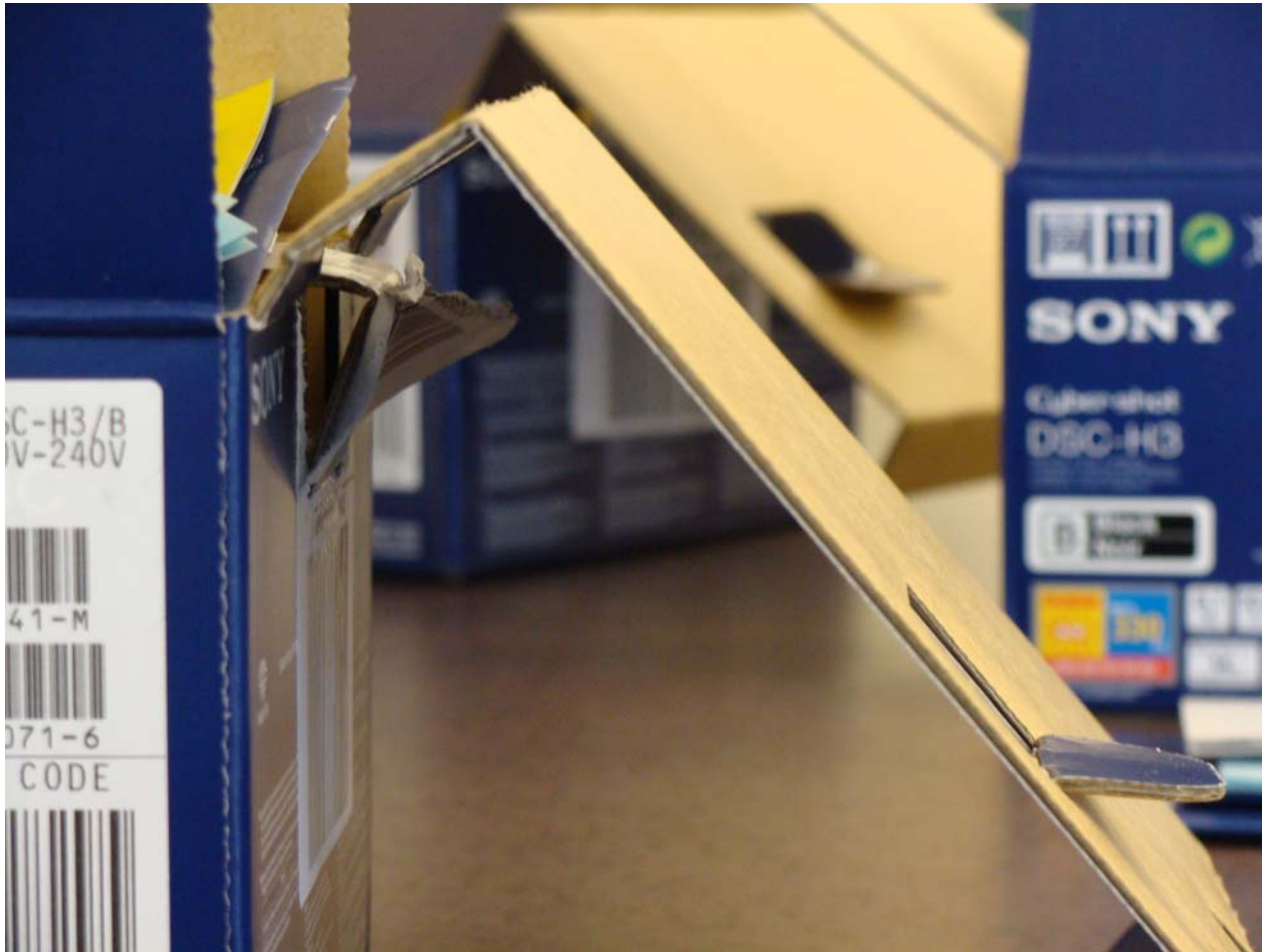
Telephone: _____ Email: _____

Date of application: _____ Date required: _____

Signature: _____



Service/Equipment & Copyright



ABC Copyright Conference



University
of Victoria

PO Box 3025 Stn CSC
Victoria British Columbia V8W 3P2 Canada
Tel (250) 721-7211 Web www.uvic.ca
Office of Student Recruitment

Photo Subject Release Form

Date: _____

- I authorize units of the University of Victoria to reproduce the photo(s) taken of me today in print or electronic media for educational, promotional or other university purposes. I understand that UVic units will contact me and obtain permission before agreeing to allow non-UVic publishers to reproduce any of these photographs.

Name (print): _____

Signature: _____

Phone: _____

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Name of witness (print): _____

Signature of witness: _____

Respecting your privacy

The University of Victoria is committed to respecting your privacy and will abide by the restrictions indicated above in using your photograph and accompanying personal information. The personal contact information you provide above will not be published without your permission. It may be used to contact you to discuss matters pertaining to the use and reproduction of your photo and it may be shared with other UVic employees for this purpose. Any personal information you provide is managed according to the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA). You have a right of access to the collected information. If you have questions regarding Freedom of Information or Protection of Privacy, please contact the Office of the University Secretary (250) 721-8100, which coordinates all formal FOI requests for the University.



Music & Media Equipment Borrower Agreement

Please read this document carefully before signing. This agreement must be signed before equipment can be checked out to you.

I have read the Music & Media Equipment Lending Policy and I agree to assume full responsibility for the equipment during the time(s) that it is checked out to me. I will use this equipment to complete assigned UVic course work only. I agree to abide by Canadian Copyright Law and British Columbia Freedom of Information and Protection of Privacy Act when using this equipment. I further agree that I will not leave the equipment unattended at any time, and I agree to reimburse the UVic Libraries, up to a maximum charge of \$750 for any damage to, loss of, or theft of the laptop or its accessories that occurs while it is checked out to me. I understand that all data remaining on the equipment after it is returned will be erased and is not recoverable. I will return the equipment to a staff member at the Music & Media Desk before the due time (3pm on the 3rd day for 3-day loans, and 3 hours for express loans.) I understand that overdue charges apply and will be charged to my account at a rate of \$30 per day for 3 day loans to a maximum of \$90, and \$10 per hour for 3 hour loans to a maximum of \$30. I understand that equipment checked out to me and not returned at the due time will be assumed lost and a replacement cost of \$750 will be applied in addition to the maximum overdue fine. My signature below acknowledges that I have read and agree to the above terms and conditions and that I understand that this agreement is binding and enforceable, and that abuse of this agreement can lead to removal of equipment borrowing privileges.

Equipment borrowed:

- Digital Camera Date: _____ Initials: _____
- Digital Video Recorder Date: _____ Initials: _____
- Digital Audio Recorder Date: _____ Initials: _____

Name _____ UVic ID# _____

Signature _____ Telephone _____

Date _____ Email _____

This document is kept on file for the current academic year, 2008/09.

Staff initials:



Future Issues



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Questions?

Thank You