

## **GUIDELINES ON AUDIO AND VIDEO LECTURE RECORDING**

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The College is committed to delivering a world class education. Increasingly, technology is being used where appropriate to enhance the student learning experience. Reflecting strong student demand in this area, the College is committed to making lecture recordings widely available to students as part of its teaching provision.

These guidelines have been developed to provide support to students and staff, in order to facilitate the optimum use of this technology with the objective of improving the quality of the learning and teaching provision for students.

As well as Imperial students and staff, these guidelines are also relevant to anyone attending or giving a lecture at the College. Organisers of external lectures will also find these guidelines useful.

### **INFORMATION FOR STUDENTS**

#### **How to access recorded material**

Students will be advised by their departments as to how to access recorded material. In the majority of cases links to recordings will be available within Blackboard Learn or the department's virtual learning environment. Recordings using Panopto will also be accessible from [the Panopto site](#). Further information about using Panopto is available on the [ICT website](#).

#### **Rules on sharing of recorded materials**

Lecture recordings are provided for the personal use of students for educational purposes only. Recordings and parts of recordings may not be redistributed, shared, edited or re-used. For clarification, redistribution, which is prohibited, includes sending a copy to another person by email and adding it to a website / social media website (e.g. YouTube, Facebook, and Twitter).

Misuse of lecture recordings will be treated as misconduct and will be handled as a disciplinary matter under the [Code of Student Discipline](#).

#### **Audience inclusion in recordings**

The location of cameras and microphones in some lecture theatres means that students may appear in the video recording (e.g. by sitting within the range of the camera) or on the audio soundtrack (e.g. when asking a question in the lecture). Students who do not wish to appear in a lecture recording should discuss this in advance with their Director of Undergraduate Studies or Director of Postgraduate Studies.

The College is committed to the ongoing improvement of the learning and teaching provision for students. If students have any comments on the quality of the provision or suggestions for how it

could be improved, they are encouraged to contact the relevant lecturer, their Director of Undergraduate Studies or Director of Postgraduate Studies, or their departmental or year representative.

## **INFORMATION FOR STAFF**

As part of the College's overall commitment to providing the best education to its students, the College strongly encourages staff to record their lectures. The following guidelines describe what should be considered when recording a lecture.<sup>1</sup>

### **Technical support for using Panopto**

Panopto is a solution for recording lectures that is available in over 70 lecture theatres and seminar rooms across the College's campus<sup>2</sup>. Panopto can also be used on a standalone computer or laptop. Further information about using Panopto<sup>3</sup> and the support available can be found on the [ICT website](#). Any further questions should be directed to the ICT Service Desk, contactable via phone on 020 759 49000 [or online](#).

### **Advice on best practice when preparing lectures for recording**

It is the responsibility of the person lecturing to ensure that the materials used in the lecture recording do not infringe copyright. This includes materials such as images, multimedia, journal articles and external web pages which are not owned by the lecturer or the College. To do this you should ensure that one of the following applies:

- you or the College have written permission regarding use of copyright materials;
- the materials are available for use under an educational licence (please ensure the terms of the licence allow for redistribution, e.g. via a lecture recording);
- the materials are licenced under creative commons (please ensure the terms of the licence allow redistribution, e.g. via a lecture recording, see <https://creativecommons.org/licenses/>);
- the materials are out of copyright (see <http://www.ipo.gov.uk/types/copy/c-duration.htm> for details about the duration of copyright).

Where materials are licensed for display in a live lecture only, Panopto enables you to pause the recording whilst these materials are displayed. Alternatively, materials can be manually edited out of a recording at a later stage. For further information about copyright, you may wish to consult the copyright guidance in the [Open Educational Resources \(OER\) toolkit](#).

Any further questions should be directed to the Library, contactable [online](#).

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<sup>1</sup> Access the College's [audio visual and lecture theatre support page](#).

<sup>2</sup> See a [full list of lecture theatres supported by the College AV team](#), and a [full list of lecture theatres with Panopto](#).

<sup>3</sup> See guidance on [how to record a lecture using Panopto](#).

## **College policy on access to and dissemination of recordings**

Lecture recordings from a particular course will be available to students on that course for its duration. If a recording is made and a lecturer wishes to delay or prevent publication of that recording via Blackboard, this can be done with the agreement of their Head of Department.

Individual lecturers can choose to make their own recordings more widely available, but are strongly advised to make use of the [Open Educational Resources \(OER\) Toolkit](#) mentioned above if considering making recordings available to the public.

The College reserves the right to distribute any recording more widely, but would always do so in agreement with the lecturer in question.

For further information on the College's position in relation to intellectual property rights, please see the [Intellectual Property \(IP\) policy](#). The [core terms and conditions](#) for employees set out specific provisions in relation to intellectual property.

If the College receives representations that copyright material has been included in recordings without the appropriate permissions, it reserves the right to take down the material until the matter is resolved.

## **Help available**

Resources for information on Panopto and copyright are given above. Any further questions should be directed to the ICT Service Desk (020 759 49000 [or online](#)) or the Library ([online](#)), respectively. Any questions from lecture organisers relating to the professional filming services provided by the Conferences & Events team should contact [their departmental representative](#). Organisers of high-profile speakers and strategic events or lectures should contact Tess O'Neill (Digital and Creative Media Manager) to discuss.

## **Note on public lectures**

Some recordings, such as those of public lectures, will normally be made publicly available on [the College YouTube channel](#), [iMedia](#) (an internal media platform), and [iTunesU](#). The organiser of the lecture should clearly cover the potential publication and dissemination of the lecture with the speaker in advance, using the following wording: 'It is our normal practice to record lectures and make them publicly available. We shall proceed on the basis that you are content with this approach'.

The College welcomes the sharing of links of these recordings for personal use only. However, recordings and parts of recordings may not be edited or re-used without prior express permission. Please contact the [Digital and Creative Media team](#) to discuss.

Audience members with questions relating to audience inclusion in recordings should contact the listed event organiser in advance.