

QA268

Recording Studio Usage Policy - Centre for Excellence in Learning and Teaching (CELT)

Introduction:

This document sets out the policy and guidelines for usage of the Recording Studio (AM125) and the Editing Suite within the Centre for Excellence in Learning and Teaching (CELT) in the National University of Ireland, Galway (NUI Galway). It further defines the responsibilities of those requesting use of the facility and provides guidelines and information about the types of service options available.

Making a booking:

All booking requests should be emailed to studio@nuigalway.ie This is a centrally managed account specific to the studio and ensures that requests will be received by multiple members of CELT. Availability of the studio is also managed through this account.

When requesting a booking, please supply the proposed time, date, proposed duration, recording type (e.g. audio, video, 2/3 person interview, green screen recording, piece-to-camera (PTC), student recording*, guest speaker recordings, experiments/demonstrations, etc). If the requested slot is not available, alternative slots will be offered.

Also, please specify if post-production (editing) by members of CELT will be required or whether raw footage from the recording is only required.

Post-production (editing):

It must be noted that **all post-production timeframes are approximate** and serve as guidelines only. They are completely dependent on availability of CELT staff members at any given time along with availability of the editing suite/studio. They are further influenced by the recording type requested. *Exact timeframes are to be discussed and agreed with the person facilitating the recording.*

If a staff member requests cutaways; additional footage, slides, or any additional materials be used during editing, the approximate **timeframes listed below only begin once all materials have been supplied. It is the responsibility of the person requesting the recording to supply all additional materials.**

Option:	Approximate timeframe
Top & Tail, add title frames – including any intro titles & credits, and key green screen recording	Approx. 5 working days following from date of recording
Green screen recording with cutaways/additional materials. Title screen, credits, titles, and general editing.	Approx. 10 – 12 working days following receipt of ALL materials to be used. (Responsibility rests with person requesting the recording and subsequent postproduction).
Audio recording	Approx. 2-3 working days following from date of recording
Other recording types as listed above	To be discussed and agreed with CELT team member

* Recordings involving students must be requested by NUI Galway staff members. The relevant staff member must accompany students to the studio recording.

Release Forms:

It is the responsibility of the person requesting the recording through CELT to acquire consent of the individual(s) participating in the recording. There is an audio and video release form for educational use available on the CELT website. CELT's role is to facilitate the recording.

Storage:

Please note that it is the responsibility of the person/department/unit requesting the recording to maintain, store, and back-up their copy of either the raw footage or edited file (audio or video) as appropriate. CELT do not provide a long-term storage or back-up facility for recordings.

However, in the shorter term, CELT will store raw footage for 1 calendar month from the date of the recording, and will store edited audio or video files for a period of 3 calendar months from when post-production is complete. These durations may be extended with prior agreement of the CELT staff member facilitating the recording or doing the post-production on a given recording.

If recordings are being stored on/made available through systems such as Blackboard, Kaltura, or similar, it is the responsibility of the individual to confirm how long files are maintained or backed-up on these systems.

Note:

In order for your recording to run smoothly, CELT are happy to discuss the different recording options in advance of the recording to identify which is most suited to your teaching & learning outcomes/objectives. We recommend that you consider scripting your recording in advance where appropriate.

Audio & Video Release Form for Educational Purposes

I consent to the use of my image, likeness and sound of my voice as recorded on audio or video devices without payment or any other consideration for educational purposes as defined below. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. I also understand that this material may be used in diverse educational settings and mediums within an unrestricted geographic area.

Audio or video recordings may be used for the following purposes:

- educational materials or courses
- on-line educational courses
- educational videos
- conference presentations
- as part of materials within the institutional Virtual Learning Environment (VLE)

By signing this release, I understand this permission signifies that audio or video recordings of me may be electronically displayed online or in the public educational setting. This is in addition to any internal VLEs or intranets.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

I will be consulted about the use of the audio or video recording for any purpose other than those listed above. This release applies to audio or video recordings collected as part of the sessions listed on this document only.

By signing this form I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for educational purposes.

I confirm that I am 18 years of age or older.

Full Name: _____

Phone No.: _____

Email Address: _____

Signature: _____

Date: _____

Recording Name/Subject: _____

Recording Type (e.g. Audio/Video): _____

Recording requested by*: _____ Date: _____

**While this release form is made available through the Centre for Excellence in Learning & Teaching, it is the responsibility of the person organising/requesting the recording to ensure release forms are completed.*