

Royal Holloway, University of London

Guidance on the recording of lectures

Introduction

1. This document sets out the College's guidance on the recording of lectures, either by staff or students. It provides guidance on the recording of lectures using the RePlay service and advice for students seeking to record lectures.
2. The recording of group-based teaching and learning activities can provide a useful resource for students and can be used to, amongst other things:
 - a. Provide a study aid for review and revision;
 - b. Assist students who do not have English as their first language; and
 - c. Assist students who have particular educational needs.
3. The College's Intellectual Property Policy has been updated to reflect the need to provide clarity in the area of ownership of lecture content. Although this guidance contains relevant extracts from the Intellectual Property Policy, it is your responsibility to familiarise yourself with it. The Policy is short, easy to read, and is included in Appendix 1.

Background

4. The College encourages the recording of lectures and uses the RePlay lecture-recording service for teaching and learning, which is available in most teaching rooms across campus. RePlay will capture the slides from the lecture along with an audio recording. Lectures will only be recorded on request.
5. The College recognises and acknowledges that:
 - a. Not all teaching styles are suitable for recording, e.g., where there is use of whiteboards or if a high degree of audience interactivity is involved;
 - b. A requirement for staff to change their teaching style for the purpose of recording could be detrimental to the student experience, and is therefore not encouraged;
 - c. Ethical issues, or the use of sensitive material may render the recording of some teaching and learning activities as being inappropriate;
6. The aim of recording lectures is to supplement the student experience, and should not replace student contact hours.

Guidance

7. Royal Holloway uses a lecture-recording service called RePlay. It is available in most teaching rooms across campus. RePlay will capture the slides from the lecture along with an audio recording. Lectures will only be recorded on request. More information on RePlay can be found here; <https://www.royalholloway.ac.uk/iquad/services/itforstaff/replay/home.aspx> For advice and support on using the RePlay service, including support around set up and editing your recorded lecture, please contact IT Services at Email: ITServiceDesk@rhul.ac.uk or Phone: (01784 41) 4321.
8. If you choose to record your lecture you will need to notify your students of this intention. Signage is in place in most rooms across campus alerting students to the RePlay service. However it is also expected that staff should notify students at the start of the session that the lecture is being recorded. Staff should both let students know before the session and also insert a slide indicating that the session is being recorded into any PowerPoint presentation. A template PowerPoint slide is provided at <https://www.royalholloway.ac.uk/iquad/services/itforstaff/replay/home.aspx>

9. The same copyright regulations apply to material recorded in a lecture as to other teaching media (hand-outs, material uploaded to Moodle, etc.). In the context of lecture recording, this means copyright material can be included according to the limits of the CLA Higher Education Comprehensive licence. The Library pages on copyright can give you further guidance.

<https://www.royalholloway.ac.uk/library/teachingsupport/copyright-advice/copyright-home.aspx>

- 10. The responsibility lies with the lecturer not to infringe the intellectual property rights of third parties.** If you have used some material in error, it is possible to edit recordings so as to remove the infringing items.

11. Unless teaching staff request them not to be, it will be University policy that all recordings may be deleted at the end of the following academic year. The end of the following academic year covers the period necessary for any resits to take place. If an academic wishes for a lecture to be kept for a longer time period they should inform IT Services at Email: ITServiceDesk@rhul.ac.uk indicating the course code and the full name of the recording.

12. The College reserves the right to take down all or any portion of a lecture recording for any of the following reasons:

1. To manage the use of disk space
2. Upon receipt of a complaint or discovery that a recording violates copyright law, the recording in question will be taken down until the matter is resolved.
3. The instructor, sponsoring department or its parent entity requests that a recording be taken down.
4. For privacy and administrative concerns.

To request removal of a recording contact IT Services at Email: ITServiceDesk@rhul.ac.uk indicating the course code and the full name of the recording.

Upon request IT Services will take down the recording in question and will notify the recording owner. The recording owner can also take down the recording.

13. If you want to release your lectures under creative commons to be publicly available, before you do so you should contact the Library Research Support Team (openaccess@rhul.ac.uk) for the appropriate place to deposit and preferred file formats.
14. The College will own the intellectual property in the lecture/class notes, course / module handouts, audio or visual recordings and other teaching materials or works published, electronically or otherwise, by the College or made available through College facilities, resources or networks. This is in accordance with section 2)i) of the College's IPR policy.
15. Notwithstanding section 2) of the College's IPR policy, apart from works specifically commissioned by the College, the College will not assert any claim to the ownership of copyright in lectures. This is in accordance with section 4)a) of the College's IPR policy.
16. The College grants a royalty-free license to staff, and to staff leaving the College, to use teaching materials (as defined in 14 of the College's Intellectual Property Policy) they have devised, made or created in the course of their employment by the College, subject to the following conditions:
- a) a useable, clearly labelled and accessible copy of the teaching material, whether in electronic form or other, must be left at the staff member's departmental office;
 - b) use of the teaching material is strictly limited to academic purposes only;

- c) the teaching material (other than that covered under 4)a)) may not be used for any commercial purposes whatsoever without the prior written permission of the Principal or the Principal's authorised delegate.

This is in accordance with section 6) of the College's IPR policy.

- 17. Students will be permitted to make audio (but not video) recordings of lectures and other group-based teaching and learning activities, if no official recording is available. An exception is made here for students with special needs, who should liaise with the Disability and Dyslexia Services team (see <https://www.royalholloway.ac.uk/students/help-support/disabilities-and-dyslexia/home.aspx>) regarding capturing recordings that meet their needs.
- 18. Students wishing to make such recordings must have the permission of teaching staff by email in advance or verbally on the day before the start of the lecture.
- 19. Recordings made by students must not be copied or passed on to anyone else, other than for transcription purposes. Once a personal copy of a recording has served its purpose, it should be permanently deleted. Students or staff found to be in infringement of this principle may be subject to disciplinary proceedings.

This policy was revised and updated 16/03/2017.

Relationship with existing policies

This guidance will operate in conjunction with:

Intellectual Property Policy: revised on 03/05/2017



Royal Holloway, University of London (the “College”)

Intellectual Property Policy (the “Policy”)

- 1) The College claims ownership of all intellectual property specified in section 2) of this Policy which is devised, made, or created:
 - a) by persons employed by the College in the course of their employment;
 - b) by student members in the course of or incidentally to their research;
 - c) by other persons engaged in study or research in the College who, as a condition of their being granted access to the College's premises or facilities, have agreed in writing that this Policy shall apply to them; and
 - d) by persons engaged by the College under contracts for services during the course of or incidentally to that engagement.

- 2) The intellectual property of which ownership is claimed under section 1) of this Policy comprises:
 - a) works generated by computer hardware or software owned or operated by the College;
 - b) films, videos, multimedia works, typographical arrangements, field and laboratory notebooks, and other works created with the aid of College facilities;
 - c) patentable and non-patentable inventions;
 - d) registered and unregistered designs, plant varieties, algorithms and topographies;
 - e) College-commissioned works not within a), b), c), d);
 - f) intellectual property not within a), b), c), d) that is the subject of any research contract deliverable;
 - g) databases, computer software, firmware, courseware, and related material not within a), b), c), d), e);
 - h) know-how and information associated with the above;
 - i) lecture/class notes, course / module handouts, audio or visual recordings and other teaching materials or works published, electronically or otherwise, by the College or made available through College facilities, resources or networks.

- 3) The College's rights under section 1) above in relation to any particular piece of intellectual property may only be waived or modified by an agreement in writing with the person concerned. Such agreements may only be authorised by the Principal or the Principal's authorised delegate.

- 4) Notwithstanding section 2) of this Policy, apart from works specifically commissioned by the College, the College will not assert any claim to the ownership of copyright in:
 - a) artistic works, films, books, articles, plays, lyrics, scores, or lectures (other than materials and works in 14) ,
 - b) text, audio or visual content (owned by the lecturer/tutor or third parties) incorporated into or used by the lecturer/tutor alongside teaching materials or notes written by the lecturer/tutor and used by them as an aid to the giving of lectures or classes.

- 5) For the purpose of sections 2) and 4) of this Policy, 'commissioned works' are works which the College has specifically employed or requested the person concerned to produce, whether in return for special payment or not.

- 6) The College grants a royalty-free license to staff leaving the College, to use teaching materials (as defined in 14 above) they have devised, made or created in the course of their employment by the College, subject to the following conditions:
 - a) a useable, clearly labelled and accessible copy of the teaching material, whether in electronic form or other, must be left at the College;
 - b) use of the teaching material is strictly limited to academic purposes only;
 - c) the teaching material may not be used for any commercial purposes whatsoever without the prior written permission of the College.

- 7) The College may make regulations:
 - a) defining the classes of persons or naming individuals to whom section 1)c) of this Policy shall apply;
 - b) requiring student members and such other persons as may be specified in regulations to sign any documents necessary in order to give effect to the claim made by the College in this Policy and to waive any rights in respect of the subject-matter of the claim which may be conferred on them by Chapter IV of Part 1 of the Copyright, Designs and Patents Act 1988; and
 - c) generally for the purposes of this Policy.

- 8) This Policy shall apply to all intellectual property devised, made, or created on or after 3rd May 2017 and is subject to the provisions of the Patents Act 1977.

This policy was approved by Academic Board on 31st May 2017.