

## Vancouver Island University Educational Non-Profit Copyright Permission Request

I am contacting you to request permission for the non-exclusive right to provide students enrolled in my course the following audio/visual material:

**Title of work:** *[Title of Work, Author, Publication Date, Publisher]*

**Course:** *[Course code and course title]*

**For the period:** *[Start date] – [End date]*

I would like to request that you would allow us to provide access to the material in our streaming audio/video server. VIU uses Kaltura (<http://corp.kaltura.com/>) a streaming media platform which facilitates the sharing of video and audio online. Kaltura is very similar in functionality to the popular video sharing site YouTube, except all of the content is stored locally on VIU servers and authentication is linked to VIU user accounts. Providing online access to the material involves extracting the media from the CD/DVD, processing it for the web, and storing it on the campus hosted Kaltura server. The advantage of this is that students can then access the video at any time, revisiting portions of it for study purposes.

Audio/video will only be shared with students enrolled of this course through a password-protected learning management system called Desire2Learn. As the instructor of the course I will do everything in my power to ensure that the video access is restricted to students of this course by keeping the content securely within Desire2Learn.

If granted permission to use the above material, the audio/video will be appropriately referenced acknowledging the copyright ownership of the works.

Thank you for your consideration. If you have any further questions, please contact me at *[instructor contact information]*. If you have specific questions about Kaltura or streaming media, please contact the Centre for Innovation and Excellence in Leaning at VIU at 1-250-753-3245 or at learnsupport@viu.ca.

Sincerely,

*[Name]*

*[Title], [Email]*

If you agree to grant permission to use the audio/visual material as stipulated above, please sign below and return this form by replying to the instructors’ email address above.

Signature:

Name:

Date: