

## Streaming Content Policy & Procedure

### CWUP 5-120-140 Streaming Content

The Brooks Library will make every effort to provide streaming content for the academic use of students, faculty and staff of CWU.

[Responsibility: Library Dean; Authority: Marilyn Levine, Provost/VP for Academic and Student Life; Reviewed/Endorsed by Provost's Council; 09-11-2013: Cabinet/UPAC; Review/Effective Date: 02-05-2014; Approved by: James L. Gaudino, President]

### CWUR 2-20-020 Streaming Content

The Brooks Library will make every effort to assist faculty in providing students access to streaming content. Due to funding limitations, the library will only purchase new streaming content and/or rights to support courses that are offered fully online.

Access to streaming content is dependent upon, but not limited to, the following factors:

- Cost and available funding
- Availability of streaming rights and format
- Copyright restrictions
- Alternative no cost or reduced cost access to similar content
- Fair Use access to streaming portions of individual titles based upon the 2012 [Code of Best Practices in Fair Use for Academic and Research Libraries](#).

Only streaming content requests submitted using the official online [Streaming Content Request Form](#) will be considered for purchase. The Collection Development Librarian and Instructional Design Librarian will vet requests and process.

Streaming content requests must be submitted by the following dates to be considered for purchase. These dates have been selected to coincide with the university's textbook adoption guidelines:

Winter Quarter: October 15th

Spring Quarter: January 15th

Summer Quarter: April 1st

Fall Quarter: May 1st

Budget allocations for streaming content will be determined using an annual subject allocation formula based on the following factors:

1. Number of students in majors.
2. Program type, i.e., majors offered, minors offered, general education requirement.
3. Number of courses offered in the subject area.

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