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1. **Introduction**

1.1 This document supports the University’s policy on the recording by staff of lectures and other group-based learning activities by providing supplementary guidance for staff.

2. **Ownership & Responsibility**

2.1 Overall ownership and responsibility for the lecture capture service rests with the Proctor’s Office.

2.2 Responsibility for the oversight and application of lecture capture in each specific academic school rests with the Director of Teaching.

2.3 Responsibility for the administration of the lecture capture service rests with the University’s Lecture Capture Co-ordinator (LCC) (see section 6).

3. **Recordings**

3.1 The recording of lectures and other learning and teaching activities is delivered on an opt-in basis. Opt-in requests, whether for an individual teaching event, a whole module or other combinations, should be directed to the LCC (see section 6), preferably at least 24 hours before the activity commences.

3.2 Certain teaching activities may not be suitable for recording, e.g. group-based teaching with a high degree of interactivity or those which contain sensitive material (see section 2 of the Policy).

4. **Recording Type**

4.1 Where a lecturer opts in to lecture recording, only audio and slide/screen content will be recorded by default.

4.2 Input from additional digital sources available in classrooms can also be recorded, including e.g. document visualizer and DVD player. Assistance with this is available from the LCC (see section 6).

4.3 If required, speaker video can be added to the default recording e.g. for guest lecture, inaugural lecture, and marketing purposes. This can be set up through the LCC (see section 6).

4.4 For certain teaching activities where blackboards/whiteboards are used, video cameras can be provided to capture the content. This can be set up through the LCC (see section 6).

5. **Device Requirement**

5.1 All University teaching spaces that have a front-of-house PC are configured with the required software to support the recording of educational content. This includes software to facilitate automated recording and manual recording.

5.2 All University teaching spaces that have a front-of-house PC are equipped
with the requisite hardware to facilitate capturing the audio from the presenter. Where possible, and to provide an optimal service, wireless lapel microphones are provided. There are some rooms where lectern microphones are used meaning the audio recording may degrade if the presenter moves far from the lectern. The AV Instructions web page (https://www.st-andrews.ac.uk/itsupport/academic/mediaservices/avinstructions/) details what is available in each teaching space.

5.3 The lecturer's own device (PC/Mac laptop) can also be used to record teaching activities. Software can be provided to be installed on the laptop to facilitate automatic and manual recordings. Assistance with this is available from the Lecture Capture Co-ordinator (see section 6).

6. Support & Training

6.1 The lecture capture service is supported by the LCC within CAPOD, who can be contacted by email (learningtechnology@st-andrews.ac.uk) or telephone (ext. 2141).

6.2 The LCC can provide support at all stages of the recording process: managing opt-in, providing technical support before or during scheduled classroom teaching activities, and assisting with post-production.

6.3 Training can be provided in various formats including scheduled or bespoke face-to-face workshops, one-to-one, and through the provision of extensive online resources (http://telsta.dropmark.com/346145). Any requests for training should be directed to the LCC (learningtechnology@st-andrews.ac.uk).

7. Content & Delivery

7.1 As with all lecture materials, responsibility for the production, legality and suitability of content rests with the individual academic delivering the teaching activity. Specific guidance on this is available on the Library webpages (https://www.st-andrews.ac.uk/staff/policy/copyright/copyrightandlecturecapture/+).

8. Copyright

8.1 The University asserts its ownership of the copyright in the materials created by academics.

8.2 Inclusion of third party material in a recording is regarded as falling within the provisions of the Copyright, Designs and Patents Act 1988, which (as amended), provides exceptions to copyright for: (a) illustration for instruction, (b) criticism, review or quotation, (c) caricature, parody or pastiche, or (d) to make an accessible copy.

8.3 Staff also have the ability to pause any recording at the point in a teaching activity where copyright material is being used; or to make an audio-only recording.
9. **Notification**

9.1 The University provides and displays a notice in all teaching spaces in which teaching activities may be recorded.

9.2 Where a session is recorded, students must be notified in advance, for example, via standard signage in the teaching room, a standard slide (where slides are being used), orally by the member of staff running the session or through a University-approved system (either Moodle or Galen).

10. **Moderation**

10.1 Unless recordings are paused, all audio and screen content will be recorded, therefore consideration needs to be given to any moderation/editing required.

10.2 Overall responsibility for the moderation and editing of recordings rests with the individual academic who made the recording. For support with this, please see section 6.

11. **Availability**

11.1 The person recording a session must approve a recording for release to students. It is recommended that this approval take place within three working days after the end of the recording unless additional time is needed for editing/moderation.

11.2 Once approved, recordings are automatically made available to students through the relevant module via a University-approved system (either Moodle or Galen). Student guidance is provided at http://telsta.dropmark.com/346145.

12. **Take Down**

12.1 In the event of inappropriate communications and/or unexpected events during a recording, immediate take down can be requested by the lecturer, Director of Teaching or Head of School through the IT Service Desk. A process is in place to ensure the immediate and appropriate action is taken including communications with the appropriate Director of Teaching (where they are not the one requesting takedown).

13. **Accessibility**

13.1 The University has a Policy on the Use of Recording Devices by Students in Lectures and other Learning and Teaching Activities.

13.2 Where a teaching activity is being recorded, students should not also use personal devices to record lectures unless there is a specific disability need, communicated by Student Services.
14. **External Speakers**

14.1 External speakers are required to give explicit consent to being recorded through the completion of a consent form (available from CAPOD’s webpages). The form should be sent to the LCC (see section 6).