

OCOM FACULTY / STAFF: Speaker Release Form

(Lecturer / Presenter's Name)

(Date of Lecture or Presentation)

(Title of Lecture or Presentation)

DECLARATION FROM EVENT ORGANIZER: I would like to request that OCOM make this recording available via the following method(s):

- UNLISTED:** For internal use only as an unlisted streaming video file. Once uploaded, the Library will email me the link, which I will be in charge of distributing.
- UNLISTED / AVAILABLE TO THE OCOM COMMUNITY:** As a streaming video file, accessible via the OCOM Library website only by OCOM students, staff, faculty and alumni who have an OCOM Library card.
- PUBLIC / GENERAL CIRCULATION:** For general check out in the OCOM Library; available to all patrons as a part of the permanent collection.

Guest speakers who are recorded at OCOM events are asked to sign a Speaker Release Form. This form allows us to make your presentation available to the OCOM community. Student-run events are made available via streaming on the OCOM Library website; these videos are not made available to the general public -- rather, individuals with valid OCOM Library cards may view the videos on our website by logging in using their library credentials. Other events organized by College staff may be put on DVD and circulated in the library.

I understand that OCOM has no obligation to permanently retain or archive the images or video recorded.

If by reason of my statements and actions there is any claim or litigation involving any charge by me or third persons of violation or infringement of their rights, I agree to hold Oregon College of Oriental Medicine harmless from liability, loss or expense arising from such claim or litigation.

Agreed and authorized by:

(Lecturer / Presenter's Signature)

(Date)

(Contact person for this project)

Policies

Class-related videos:

If an instructor needs a class-recording to be available to students (for example, Ethics and Jurisprudence or Physics), the video will be uploaded to YouTube, with the privacy setting of “Unlisted.” The instructor will then embed or post the private link to the video into the Populi class resources, making it viewable only to those who have access to that particular class. The library will only retain videos for recurring classes (such as Microbiology) for the last two classes; older editions will be removed from YouTube.

Guest speakers and events organized by OCOM:

Event organizers must have guest speakers sign a Speaker Release Form. Community events such as graduation and the No Talent Show, do not require a signed Speaker Release Form.