

Requests for recording of classes, etc.

The Digital Library of Nara Institute of Science and Technology (NAIST) records and releases videos of classes and other activities for the purpose of education and research.

1. Procedure

The responsible faculty member must fill in his/her name and affiliation on the "Lecture Video Recording Request Form", select the content to be made public, and submit the form for each class subject.

If you wish to preserve the recorded video as an archive for a long period of time, please submit the "Archive Permission Form" as well.

2. Contents

The scope and period of publication will be standardized for each course, so if there are multiple lecturers in charge of a course, all lecturers should be aware of whether or not their lectures can be published, the scope of release, etc.

(1) Scope of release

The scope of release can be selected from the following three options.

① Only for registered students

The recorded video will be made available only to students registered for the class.

The public access period is only for the course period (until the end of September for spring semester classes and until the end of March for fall semester classes), and the Compensation System for Public Transmission for Educational Purposes will be applied. When the Compensation System for Public Transmission for Educational Purposes is applied, copyrighted works can be used without a license to the extent that the rights of the copyright holder are not infringed.

If you use the Compensation System for Public Transmission for Educational Purposes, you may be asked to report this in a survey that may be conducted. We ask for your cooperation in managing the sources of third-party works used, etc., and in conducting the survey.

② Only for NAIST faculty, staff, and students

③ Open access

The recorded video will be made available to NAIST faculty, staff, and students only, or to the public inside and outside the NAIST.

You can select the period of publication from "(2) Period of release".

The Compensation System for Public Transmission for Educational Purposes does not apply. When using third-party works in class without permission, please be careful to use them within the scope of quotations.

(2) Period of release

The period of release can be selected from the following two options.

① Until the end of September

② Until the end of March

The recorded video will be available until the end of September or March.

The videos will be distributed through the Lecture Video System and will not be available for searching in the library's collection on the library website.

In addition, the videos stored in the Lecture Video System will be deleted after about two years.

③ Long-term recording as an archive

The recorded video will be stored for a long term as an archive in the Digital Library.

It will be distributed through the Lecture Video System, and after a certain period of time, the system will be changed to open to the public through the library system.

After the change, the recorded video will be fixed on a single screen and will not support translated subtitles.

(3) Automatic translation

Automatic speech transcription can be used to perform automatic translation (Japanese to English or English to Japanese) and display translated subtitles. Please note that there is a limit to the annual usage time, so please select this option only when necessary. If the maximum usage hours are reached, we may not be able to fulfill your request.

3. Details of permission (For long-term recording as an archive)

The following is a list of items you must agree to for long-term recording as an archive of video and audio recordings of classes and other activities.

(1) Digitizing and Storage

① Video Information will be digitized and stored on hard disk, etc. by the NAIST Digital Library System.

② Meta-data information based on Video Information such as a bibliographies and tables of contents will be digitized and stored in the NAIST Digital Library.

(2) Access to the Video Information

Video Information will be released as written in the degree of access section of the lecture video recording request form.

(3) Meta-data information access

Name, affiliation, and lecture information listed on the lecture video recording request form of the archived lecture will be released upon request.

4. Miscellaneous

(1) Copyrights

The lecturer holds the copyrights of the Video Information except for those parts containing third party materials. When you use materials from a third party in your lecture and approve of it being released as an archived lecture, please make sure that such usage of third party materials is done in accordance with public broadcasting rights. (For detailed information see Appendix 2: About using third party materials)

(2) Rescinding of permission

This permission may be rescinded whenever problems occur with Video Information.

(3) Student appearances in videos

Please announce to students in advance that the student appearance might be recorded during the class.

The Information and Digital Library Services Division does not edit recorded video even if students are appearance, but faculty members in charge are authorized to edit the video using the class recording system, so that they can edit the video as needed.

(4) Replacement/change of lecturers

In the event of a class schedule change, classroom change, or class cancellation, please be sure to contact us in advance at the contact information below. Please note that we will not be able to record the class video if you do not contact us.

【Contact Information】

Information and Digital Library Services Division
Nara Institute of Science and Technology
E-mail: lib-video@ad.naist.jp