

Lancaster Theological Seminary Digital Content Form Explained

Our standard practice is to record all public lectures and chapel services using digital A/V equipment. Our "Distribution and Use Agreement for Digital Content" serves three purposes:

1. To notify the speaker and/or participant that they will be recorded for archival purposes.
2. To ask for permission to make the recording available publicly by uploading to our digital archive.
3. To ask for permission to use the recording when creating promotional materials for Lancaster Theological Seminary's programs.



555 West James Street
Lancaster, PA 17603
717-290-8707
library@lancasterseminary.edu
https://library.lancasterseminary.edu

Distribution and Use Agreement for Digital Content

Lancaster Theological Seminary archives digital content that has been captured and/or recorded during classes and Seminary-sponsored events. This includes, but is not limited to: photographs; artwork; written, audio and video copies of sermons; lectures and other presentations; and other media pertinent to the Seminary's mission and history. This digital content is captured and stored in various file formats, including but not limited to: PDF, JPG, WAV, MP3, AVI, MOV, and MP4.

Please complete the following. * Indicates required information.

* I acknowledge that Lancaster Theological Seminary will record, save, and archive digital content from my event/work/presentation/etc.

Initial your consent here

I authorize Lancaster Theological Seminary to:

Make this content available via the Internet using one or more modes, including but not limited to: official LTS website, online digital archive, and social media websites.

Use this content for educational and informational purposes, including promoting future programs and events at Lancaster Theological Seminary.

| | |
|---|--|
| * Title of work/content | |
| * Name of event or sponsoring group | |
| * Date of content capture | |
| Brief summary, subject keywords, or tags to describe content | |
| * I am the sole owner of copyright for this work: [] YES [] NO; please explain: | |
| * Signature | |
| * Printed Name | |
| * Date | |

Please return this completed form to the seminary librarian, Myka Kennedy Stephens, and retain a copy for your records.

| For Library Use Only | | | |
|----------------------|------------------|--------------------|------------|
| Received (Date) | File(s) Obtained | Cataloged/Archived | Record No. |
| | | | |

Initialing here acknowledges that we will record and the speaker consents to the recording. This is required for every public speaker. **If consent to record is expressly refused, A/V technicians and the library should be notified in advance of the event so that no recording is made.**

Initialing here gives consent to make the recording publicly available via the digital archive. This is optional. If permission is denied, the archival copy will be kept on a local server for the seminary archives only.

Initialing here gives consent to use the recording for promotional purposes. This is also optional.

Completion of these fields is required to accurately match the form with the recording produced. The signature applies only to the consent and permissions granted by the initials at the top of the document.

Completed forms are to be submitted to the library for archival purposes. Direct any questions and/or concerns to the seminary librarian.