

## **Policy on Recordings of Courses and Other Instructional Presentations**

- A. Recordings.** No business, entity, agency, association, or individual may make any recordings, whether in audio, video, digital, written, or any other medium, during any University of California course or other University of California instructional presentation without the prior written consent of the instructor/presenter and the Chancellor or the Chancellor's designee. Any such recording shall be made only after any applicable permissions are obtained, such as the consent of students to be taped. Following are exceptions to the foregoing:
- a. Students currently enrolled in or those officially auditing a course may take lecture notes and may, with the permission of the instructor and/or as otherwise permitted under applicable campus regulations, make audio recordings of the course for their own educational purposes.
  - b. An instructor/presenter who is a designated academic employee, as defined in the University of California's Copyright Policy, may make, or have others make on his or her behalf, such recordings for the sole purpose of preparing materials for later inclusion in a scholarly/aesthetic work, as defined in said Copyright Policy, authored by the instructor/presenter. Such recordings may not themselves be included in said works.
  - c. An instructor/presenter may make recordings of the course or presentation if (i) the purpose of such recording is to further the educational objectives of the course or presentation or any other course or presentation at the University of California, (ii) any applicable permissions for recordings are obtained, and (iii) the recordings are not used for any reasons other than the aforementioned educational objectives.
  - d. The Chancellor or Chancellor's designee may arrange for the recording of a course or presentation if the Chancellor has determined that such recording is in the best interests of the University and the instructor/presenter was informed prior to teaching said course or making said presentation that the University may want to record such course for educational purposes.
- B. Distribution and Publication of Recordings.** No recording of a University of California course or University of California educational presentation may be distributed, published, or otherwise communicated in any form for any commercial or non-commercial purpose without the prior written consent of the instructor/presenter and the Chancellor or the Chancellor's designee. Any such agreement must take into consideration the rights of all parties, such as the privacy rights of students. Currently enrolled students or those officially auditing a course who take lecture notes during a course or instructional presentation may share lecture notes with other students currently enrolled in or officially auditing such course or presentation only for purposes allowed by applicable campus regulations.

*Prepared by Mary E. MacDonald  
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