

Marshall University Information Technology Council

Administrative Procedure ITP-9

Digital Media Retention Procedure

1. General Information:

1.1. Scope:

Marshall University

1.2. Authority:

Marshall University Information Technology Council

1.3. Passage Date:

December 6, 2013

1.4. Effective Date:

December 6, 2013

1.5. Revision Date:

June 18, 2021

2. Procedure:

2.1.

Marshall University IT operates an Ensemble server to equip faculty, staff, and students with capture and distribution of digital media resources. The Ensemble server provides capture, management, a repository, and a portal for TechSmith Relay recordings, Ensemble Anthem recordings, and other University related digital media resources. The administration of this server is provided by IT/Digital Media Services.

2.2. Access to the server

The Ensemble server is available to current faculty, staff, and students with a MUNET id. Faculty and staff are added to the general users' organization and assigned their own media library. Student

accounts are added to the student organization and have view only privileges. Students are not allocated storage space. Media libraries are based on the MUNET id. In some situations, a user can have access to more than one organization or media library. Accounts can be created automatically, by Digital Media Services, or the Instructional Design Center.

2.3. Access to files

2.3.1. Ensemble

Files stored on the Ensemble server are managed within the software. Each user controls access to files in their media library, where they are distributed, and if they are downloadable. Ensemble is not HIPAA compliant.

2.4. Storage length

Marshall University wants to ensure users can retain any content they have captured with Ensemble Anthem or are managing using Ensemble. However, due to storage costs, the University must have a process for clearing out unused and older content. Files with one or fewer views for a one-year period in Ensemble or other IT designated storage will be deleted the first Monday in August. The year time frame will be July 1 – June 30 starting two years previous of the current year. Users can view files which will be deleted by viewing the content popularity report under the library administration tab in the web interface. <https://help.ensemblevideo.com/hc/en-us/articles/115003997186-Reporting> . Users can request a report by emailing dms@marshall.edu between July 1-16 of the current year.

The user should download any files they want to save to their personal storage, such as the University provided OneDrive, before the date of deletion. Exceptions may be granted for special use cases and should be directed to Digital Media Services - dms@marshall.edu. Additionally, user libraries without an active MUNet account as defined in ITP-5 will be deleted without prior notice.

These storage concerns do not extend to other storage options such as departmental storage, the University's YouTube site, or the user's personal YouTube site.

2.5. Distribution

Ensemble Video

Files stored within Ensemble Video are controlled entirely by the user. The user, not the University, makes media available and can restrict access to specific URLs. The University will not distribute your files to anyone else, though it will eventually remove them from the Ensemble server, according to the retention policy as described.

3. Copyright

Faculty, staff, and students are responsible for observing copyright law including educational fair use guidelines, obtaining appropriate permission from the copyright holder, and following University policies when incorporating third party content into a recording. Captured lectures that contain short excerpts

from a third party may be eligible for dissemination without permission subject to educational fair use guidelines.