Procedures for Requesting Streaming Video

To fulfill the mission* of the Library, adhere to the Library Collection Development Guidelines**, and in support of the OCCC Strategic Plan (Renewal, Change and Innovation: 2019-2023) that highlights a focus on online learning, the OCCC Keith Leftwich Memorial Library supports faculty requests for streaming videos that enhance student learning and support the curriculum of OCCC courses. The Library asks that faculty and their supporting division work with the Library to find the most cost efficient option and understand that some requests cannot be satisfied due to cost, budgetary constraints, or failure to meet College accessibility requirements.

When a streaming video is needed, OCCC faculty should check for the availability of the desired video through the current OCCC Library streaming services: Films on Demand and Swank Digital Campus. If the video is not available in Films on Demand and is not part of the current OCCC Swank collection, a request for the video can submitted using the Streaming Video Request From: http://occc.libsurveys.com/streamingvideorequest

The Library will first attempt to acquire the video through Swank. If the video is available, technical specifications, such as the availability of captioning, will be reviewed. If no concerns are found, the video will be acquired and made available to the faculty to be added to their course in the College LMS. If captioning is unavailable, the request cannot be processed, as the video does not meet College accessibility requirements.

If the video is unavailable or does not have the required captioning, faculty should search for an acceptable alternative video through the available streaming services. The liaison librarian is available to assist in searching for alternatives. If an acceptable alternative is unavailable, the faculty can request that the Library pursue streaming rights from an alternative distributor. For these requests, the Library will make efforts to honor the request based on the available budget for the current semester. However, if the cost for a single streaming license exceeds an acceptable amount or funds are unavailable, the request will not be fulfilled.

Streaming videos is a more recent format request. The Library will closely monitor streaming and make necessary adjustments, including the process for requesting individual streaming rights as well as changes to the streaming resource platforms to which the OCCC Library subscribes.

*Mission Statement:

Oklahoma City Community College’s Keith Leftwich Memorial Library will support the mission of the College through the following goals: Provide exemplary services that foster information literacy and enhance teaching and learning, and by developing, organizing, and maintaining resources that provide for diverse perspectives and styles of learning and that support the instructional programs, research efforts and social responsibilities of the College.

**From the OCCC Library Collection Development Guidelines:

The OCCC Library is committed to providing students, faculty and staff a rich mix of resources (information and services) that support lifelong learning. As publishing and scholarship changes—as new formats appear and the ways people gather and share information migrate—the librarians will adapt strategies to ensure that the Library provides resources in the forms that are the most accessible and useful to users.

Last Updated: July 20, 2018