

Streaming Films Acquisitions Policy

Date Approved: August 5, 2023

Effective Date: August 5, 2023

Responsible Position: Research & Engagement Librarians

Responsible Office/Department/Team: Kelvin Smith Library: Research & Engagement Services and Technical Services

Revision History: Version 2.0

Related Legislation and University Policies:

- [KSL Licensed E-Resources: Conditions of Use Policy](#) (pdf)

Review Period: 5 years

Date of Last Review: July 24, 2024

Relates to: Case Western Reserve University faculty, staff, and students

I. Policy Statement

The streaming film licensing process may take up to 6-months to attain all the permissions from the providing company. A [collection of existing licensed streaming films](#) may immediately be used by faculty, staff, and students. This policy prepares faculty, staff, and students to understand how they can request additional unlicensed films, how soon access can be attained, and how to access the streaming content once it has been acquired.

II. Purpose of this Policy

The following policy defines and describes the Kelvin Smith Library (KSL) considerations in acquiring new streaming films not available on the existing licensed platforms, the workflow of this acquisition process, the timeline to attain access, and the access options for streaming film content.

III. Definitions

Streaming film - Video files that allow a film to be viewed (aka “streamed”) via an online platform (Kanopy, Swank, etc.) without the need for a physical format such as a DVD or Blu-ray.

Platform - The provider or vendor of the streaming film content, and the external site where streaming content is hosted. Examples of platforms include Kanopy, Swank, Alexander Street, etc.

Cloud Hosting - The capability to store video files off of the CWRU network and in the cloud. KSL uses Infobase as a hosting solution, which grants users unlimited access to streaming films from any internet-connected device. When streaming films are purchased directly from production companies, KSL uploads films to our cloud hosting solution.

Lease - The access agreement between KSL and the vendor when the streaming film content is not owned outright by the library. Most streaming content is leased, and the lease length depends on the license terms, vendor options, budget, and campus needs. Most lease terms are for 1 or 3 years.

License - The license grants permission to stream material online. License terms are negotiated between KSL, the vendor, the Office of General Counsel, and University Procurement. The license terms can dictate who can access the content, how long the content will be accessible, and other capabilities or restrictions.

IV. The Policy

The licensing and acquisition of streaming films is complex due to minimal industry standardization, pricing, format options, and the variety of campus needs. Kelvin Smith Library [Research & Engagement Librarians](#) consider streaming film requests based on factors that include:

- Relevance to current CWRU Libraries' collections
- Utilization in CWRU curriculum
- Electronic availability from streaming film vendors
- Suitability of alternative platforms (DVD)
- Availability of collections funding
- Availability online of a title in the Public Domain

Most titles are leased (not owned) by KSL, and the length of lease terms varies by movie, platform, and production company.

Library Acquisitions Process

KSL can investigate platforms in addition to those [already available](#) to CWRU, but please be advised that the acquisition process involves multiple steps across campus offices, including:

- Identifying and obtaining approval for new vendors
- Negotiating licenses and terms
- Reviewing platform accessibility, including closed captioning
- Processing requisitions, signatures, and invoicing
- Establishing authentication and access

Librarians will consider requests for new films based on relevance to the library's overall collection, support of curriculum and research, film availability, and budget. Please consult our [streaming film guide](#) for guidance.

Timeline

Licensing films unavailable on an existing KSL platform may take up to 6 months to obtain. KSL cannot guarantee that all necessary steps - many outside library control - can be completed sooner. The library, as well as other campus offices, may cancel a purchase if a vendor or license does not meet minimal business requirements as defined by university policies.

Options

If a streaming film request cannot be fulfilled, the library may be able to acquire a DVD for viewing in a classroom setting or make it available through library [course reserves](#). Films may also be available via library card with the [Cleveland Public Library](#) and [Cuyahoga County Public Library](#).

V. Other Resources

- [Streaming Video Research Guide](#): The KSL librarians have prepared an online guide to learn about options to access and utilize streaming films in classroom instruction and research.
- [Video Request Form](#): KSL has several options for acquiring videos for educational purposes and research. The form will allow the librarians to understand your needs to propose the best possible solution for you.
- [Research & Engagement Librarians](#): Listing of librarians by academic discipline.
- The existing [Streaming Video platforms and collections](#) as a subcategory of the full [A-Z Databases](#) list.
- [Cleveland Public Library: Movies and TV Shows](#)
- [Cuyahoga County Public Library: Movies & TV](#)