Helpsheets
Video and Audio Recordings: A Guide for University Staff

Off-air TV and radio recordings are a valuable teaching and study aid. We can support recording of programmes, acquisition of pre-recorded items and the storage of material.

Box of Broadcasts (BoB)
This should be your first port of call. BoB is Learning on Screen’s on demand TV and radio service for education. The system allows staff and students at subscribing institutions to record programmes from over 65 free-to-air channels, and from an extensive archive.

Users will need to register when logging in to BoB for the first time, and then complete registration by clicking on the link in the verification email. The purpose of registration is for access to error reports and account migration.

Go to the SLS homepage http://www.tees.ac.uk/depts/lis/ and click on ‘Databases’ to find BoB in the A-Z listing.

British Universities Film & Video Council (BUFVC)
We are a member of BUFVC, which provides access to the Television and Radio Index for Learning and Teaching (TRILT) database of broadcasts and recordings. To view details and content follow the TRILT link from the Databases page, click on ‘sign in’ (top right) and select Teesside University from the Institutions list.

Off-air Recordings

What we are legally able to record
The University holds Educational Recording Agency Ltd (ERA) and Open University licences, allowing University staff to record certain programmes:

ERA Licence
- Radio and television programmes broadcast by the BBC, ITV, Channel 4 and Channel 5 are included in the licence.
- Some recordings may be available from BBCiPlayer. Please contact the Academic Librarian for your School about these.
- The licence covers recordings made by any member of University staff, undertaken either on University premises or at the home of a staff member. Students are not covered by the ERA licence to record programmes, even on campus and under supervision.
- Multiple copies can be made from an original recording and the licence covers feature films and adverts.
But…
- All recordings *must* be labelled with the date and title of each recording made under the Licence, together with the statement ‘This recording is to be used only under the terms of the ERA Licence’. These labels are available, please complete the details using the online form to notify SLS of the recording and to request a label.
- In all cases, the recording can only be used for educational purposes.
- Charges must not be made for showing the recording, nor must it be hired out.

**Open University licence**
- All OU radio and TV broadcasts [http://www.open.edu/openlearn/tv-radio-events](http://www.open.edu/openlearn/tv-radio-events)

But…
- This recording can only be done by SLS and we are required to log all recordings so that accurate licence payments can be made to the OU.

**Satellite and cable programmes from other broadcasting companies** are not covered by the licences but the recording of programmes is allowed under the 1988 Copyright, Designs and Patents Act.

What we are *technically* able to record:
Terrestrial TV broadcasts from BBC1, BBC2, ITV1, CH4 & CH5.
British radio broadcasts.
Digital TV and radio programmes available on Freeview. (Contact Ian Broomhead (ext. 8993 or email i.broomhead@tees.ac.uk) to check the latest digital channels available.) Access to Sky is not available.

**Requesting a recording**
Requests for SLS to make off-air recordings should be made using the online form. Please try to give at least 24 hours’ notice. You can request individual programmes or all parts of a series to be recorded.

**Contacts and further information – a summary**
- The SLS Off-Air Recording Service is operated by Ian Broomhead. If you want further information about the service, Ian can be contacted on Ext 8993 or at i.broomhead@tees.ac.uk
- To request a recording to be made or to notify SLS that you have made a recording under the ERA licence, complete the online form. *Please DO NOT contact Ian Broomhead directly.*
- More information about the ERA licensing scheme can be obtained at [http://www.era.org.uk](http://www.era.org.uk)
  Legal advice regarding licences can be obtained from Gary Singh, Deputy Director Legal and Governance Services (Ext 8447)

**For more information, please ask a member of staff for help.**
W: [http://www.tees.ac.uk/depts/lis/](http://www.tees.ac.uk/depts/lis/)
E: libraryhelp@tees.ac.uk
T: 01642 342100 (Monday – Friday 09:00 – 17:00)