Step 12: Adding audio visual material
Step 12: Adding audio visual material

Using the information in this guide you will be able to add audio visual items not in the Library, such as recordings from Box of Broadcasts (also known as BoB) and YouTube to your Online Reading Lists.

Before you start make sure you have followed these steps:

Step 1: Finding the Online Reading Lists Homepage
Step 2: Activating your Online Reading Lists Account
Step 3: Navigating the Online Reading Lists Site
Step 4: Installing the Bookmark Button
Step 5: Online Reading List Layout and Content

Use the step-by-step guides at http://libguides.derby.ac.uk/readinglists

To add online content to your Online Reading List: Step 9: Adding websites
Step 12: Adding audio visual material

As you will be directing students to online material

Always evaluate the source before linking students to a website –
- Is it legitimate?
- Is it reliable?
- Is it accurate?

Do not link to a website that may be hosting illegally uploaded material, such as videos and music

If students download illegally from a site you have recommended, both you and they are committing Copyright infringement

If in doubt do not link to the website

For advice contact your Subject Librarian or visit the Copyright page (via the Library): http://libguides.derby.ac.uk/staffcopyright
Step 12: Adding audio visual material

What is Box of Broadcasts?

The University of Derby has subscribed to Learning on Screen's On Demand service Box of Broadcasts, which means all staff and HE students can choose and record any broadcast programme from 60+ TV and radio channels, including all BBC channels, popular drama, film and foreign language channels.

You can access Box of Broadcasts on and off campus and use it to record programmes retrospectively, schedule recordings in advance, edit programmes to select relevant clips for use in teaching.

You can also embed programmes or clips into your Online Reading List.

All programmes have citing and referencing information attached to them, so your students can reference current debates, documentaries, historic material and much more easily in their assignments, creating a blended learning experience.

Need help?

Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 12: Adding audio visual material

Notes about Box of Broadcasts

The service uses geolocation software to block access from outside the UK. Therefore it is not possible for students overseas to access content in Box of Broadcasts. This is under the terms and conditions of the ERA licence and as detailed in the terms and conditions on the Box of Broadcasts website. These can be found at the bottom of the screen.

If you require any further help with Box of Broadcasts at the University of Derby see the guides here: [https://www.derby.ac.uk/about/learning-enhancement/learning-teaching/technology-media/media-to-enhance-learning/boxofbroadcasts/](https://www.derby.ac.uk/about/learning-enhancement/learning-teaching/technology-media/media-to-enhance-learning/boxofbroadcasts/) or contact Learning Enhancement’s TEL team at [tel@derby.ac.uk](mailto:tel@derby.ac.uk) or call 01332 591865
**Step 12: Adding audio visual material**

Adding Box of Broadcasts material to your Online Reading List

Open an internet session on your computer. The procedure is the same if you are using Firefox, Internet Explorer, Chrome, Safari or any other internet browser.

Go to the Online Reading Lists homepage (see **Step 1: Finding the Online Reading Lists Homepage**)

Sign into your account (see **Step 2: Activating your Online Reading Lists Account**)

Make sure you can have installed ‘Add to My Bookmarks’ on your Favourites Bar/Bookmark Toolbar (see **Step 4: Installing the Bookmark Button**)

You are now ready to add Box of Broadcasts resources (as ‘Bookmarks’) to your Online Reading List.
Step 12: Adding audio visual material

Go to the Box of Broadcasts homepage -

Three ways to get there include:

1. Type https://learningonscreen.ac.uk/ondemand in your Internet address bar
2. Using Google or another internet search engine type in ‘Box of Broadcasts’ and select the first result
3. Go via the University of Derby Intranet (iD)
Step 12: Adding audio visual material

Click on ‘Sign in’

You will be asked which institution you are from. Type in ‘Derby’ and select the University of Derby

Then click on ‘Go’
Step 12: Adding audio visual material

You will need to sign in using your University of Derby username and password.

If you have already signed into Course Resources or the Online Reading List software it may automatically sign you in.

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 12: Adding audio visual material

To find content, click the ‘Search’ button

Enter your search in the box and click on the magnifier. You will see a list of results, some of which may not be relevant to you.
Step 12: Adding audio visual material

You can sort your results using ‘Sort by’ (Newest; Oldest, Title or Relevance)

When you use this you may not get the results you expect

One reason for this is that the search is also looking at the transcript of the film or programme

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 12: Adding audio visual material

To refine your search click on ‘Search’ again and select ‘Search options’

You can search again for the title

Narrow it down by using AND, OR and NOT to tailor your results

The tick filters further enhance your search (eg. Title only, TV only, in the last year, or custom date range)

The click on ‘Search’ again
Step 12: Adding audio visual material

In this search the most recent screening of *Citizen Kane* is being looked for to join the Library DVD copy on the Online Reading List.

Click on ‘Search’
**Step 12: Adding audio visual material**

This time you will see the result you want

1 result

**Citizen Kane**

Frequently voted one of the best films ever made, Orson Welles’ masterpiece tells the story of newspaper magnate Charles Foster Kane in a series of flashbacks. A reporter is intrigued by the dying...

Transcript: To the full, Welles’ masterpiece was of course *Citizen Kane*, which he directed at the tender age — my God, at what a price! CANNONS FIRE AND SOLDIERS YELL. JOIN ME, LUCY WORSLEY, and experience... of our century. America’s Kubla Khan. ” ’Charles Foster Kane, Kane’s empire had its humble origin in this

Click on the title. Often the image on the screen does not match the title as it is the end of the previous programme that was broadcast

(In this example there are two minutes of the previous programme and trailers before the film starts)
Step 12: Adding audio visual material

This is the page you will add as a bookmark. Click on ‘Add to My Bookmarks’ on your Favourites Bar/Bookmark Toolbar.

If your Online Reading Lists session has expired you will be asked to sign in again at this point.

You will see information about the recording pre-populated in fields.

Check the details are correct and add any that have been left out.

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 12: Adding audio visual material

Features at the bottom of this screen #1

1. **Online Resource** – this is used by online resources such as websites and adds a direct link which appears on the Online Reading List. Check that the box is ticked and ‘Open URL’ selected. Once the bookmark is in a list students will be able to go directly to Box of Broadcasts as they will see the ‘Online Resource’ button (see **Step 3: Navigating the Online Reading Lists Site**)

2. **Add Field** – Recordings from Box of Broadcasts should have the necessary fields pre-populated. But you may need to add information if there is not enough detail. To do this select the field from the dropdown menu, and then click on ‘Add’ and fill in the details

3. **Lookup** - This feature is not used when bookmarking websites

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 12: Adding audio visual material

Features at the bottom of this screen #2

Here you can add a note for your students giving them extra information. Add the note ‘**BoB is accessible from anywhere on UK Mainland and Northern Ireland. Recordings are for non-commercial educational purposes only. Please enter your username and password to login.**’. This is so students overseas will be aware that they cannot view this material. If you add the note at this point it will stay with your bookmark if you use the same bookmark in another Online Reading Lists. You can use this to add a note for resources you intend to use for your own research or ones which you may use for future lists.

Under this you are offered two options: ‘Create’ or ‘Create & Add to List’
If you select ‘Create’ the bookmark is saved into your ‘My Bookmarks’ but is not put into any list (**Step 15: How to edit your Online Reading List**). This is useful if you intent to use the same resource in more than one list.
Step 12: Adding audio visual material

If you choose ‘Create & Add to List’ a new box will appear on the screen

1. Pick the list where the Bookmark should go. All the lists in your ‘My Lists’ will display here
2. Select where in the list to put it. You can set up sections in advance (see Step 15: How to edit your Online Reading List)
3. Add a note for your students to give them extra information
4. Importance is optional but you may choose to indicate if a resource is essential or recommended
5. The note for Library is not seen by students so you can use this to leave a message for your Subject Librarian for when they review the list
6. Click on ‘OK’ to save. The bookmark is saved in the Online Reading List and also into your ‘My Bookmarks’ so can be put into other lists if required
Step 12: Adding audio visual material

Using YouTube #1

You can add links to YouTube videos but need to be aware of the legal aspects:

- Use of YouTube videos in teaching largely depends on whether the video in question is in itself an infringing work. Many users of YouTube do not own the copyright of the content they upload: either the video itself or the associated soundtrack. If you were to subsequently embed or link to the video in question to your Online Reading List, you and/or the University would be liable for secondary copyright infringement.

- Many legitimate copyright owners, such as CNN, BBC etc. have their own YouTube channels. These are usually clearly distinguished by logos or branding, and often have some kind of copyright usage statement. You may use these videos as long as you adequately acknowledge them and embed them within your Online Reading List correctly.

- If you are unsure about a YouTube video contact the Online Reading Lists Team or your Subject Librarian.
Step 12: Adding audio visual material

Using YouTube #2

Do not link to material you that may contain illegally uploaded material. You may be committing Copyright infringement.

For example:

![Citizen Kane Re-enacted with Sock Puppets](image)

Clearly the creator of this does not own the intellectual copyright of the original film and has modified the script and duration for their own purposes.

If in doubt do not link to the YouTube video.

Need help?

Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 12: Adding audio visual material

Using YouTube #3
There are some sources you know will be trustworthy

For example:
University of Derby: https://www.youtube.com/user/UniversityofDerby
BBC News: https://www.youtube.com/bbcnews
TED talks: https://www.youtube.com/channel/UCAuUUnT6oDeKwE6v1NGQxug
NHS Choices: https://www.youtube.com/nhschoices
Step 12: Adding audio visual material

To bookmark these videos use the same procedure as adding from Box of Broadcasts

Click on ‘Add to My Bookmarks’ on your Favourites Bar/Bookmark Toolbar

1. Check the details are correct. Sometimes the title needs editing so amend this as necessary
2. Check that the ‘Online Resource’ box is ticked and ‘Open URL’ selected. Once the bookmark is in a list students will be able to go directly to that webpage as they will see the ‘Online Resource’ button
3. If you wish to add information use the drop down menu ‘Add Field’ and add additional fields to populate
4. Add a note for students, if relevant
5. ‘Create’ or ‘Create & Add to List’
**Step 12: Adding audio visual material**

Audio visual material from other websites

Go directly to the website (e.g. TedTalks; BBC News) and follow the same procedure to add audio visual material.

Do not link to material you that may contain illegally uploaded material. You may be committing Copyright infringement.

Deep-Linking should also be avoided. This is when you link to documents or files rather than the webpage hosting it. This is considered ‘bandwidth theft’ since you are directing students to a file on someone else’s server, rather than the website that hosts it.

In addition, if the file is renamed or removed, your link will not work and students will have no further information about what they were supposed to be looking at. Instead stop at an earlier page, ideally the ‘Home’ page, and add a note to direct students to the correct place.

Need help?

Online Reading Lists: readinglists@derby.ac.uk  Copyright Clearance Unit: copyright@derby.ac.uk  Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 12: Adding audio visual material

Using On Demand and Catch up services and subscription services

On Demand services such as BBC iPlayer, All 4, ITV Hub, Demand 5, UKTV Play show repeats of recently broadcast programmes

It is not recommended that you link to these as much of the material is only available for a short time. They also require users to create their own accounts or download an app, which students may not be able to do

Use Box of Broadcasts instead as most programmes broadcast in the United Kingdom and Northern Ireland are available there

It is also not recommended that you link to Netflix, Amazon Video or any other subscription services as again students would be expected to purchase a subscription and many films are available from Box of Broadcasts

If in doubt contact your Subject Librarian or the Online Reading Lists Team
Step 12: Adding audio visual material

For more information, assistance, or to arrange a demonstration contact:

Online Reading Lists Team: readinglists@derby.ac.uk

Copyright Clearance Unit: copyright@derby.ac.uk

Subject Librarian Team: www.derby.ac.uk/subjectlibrarians