

Linfield Educational Media Services Event Release Form

Please fill out the attached form.

EMS must receive the completed form one week (5 business days) days prior to the event to facilitate recording, and two weeks (10 business days) prior to the event for streaming.

EMS will accept the form in one of three ways:

1. Emailed to ems@linfield.edu
2. Hand delivered to an EMS Staff Members
 - a. Any students working at Circulation or Reference can assist you in locating a EMS Staff Member
3. Sent via campus mail to EMS
 - a. Addressed to: EMS/Unit A522

Form filled out via hand or typed will be accepted.

If you have any questions about the document or need clarification, contact Linfield EMS at ems@linfield.edu or 971-237-0578.

Thank You,

Educational Media Services

**Linfield University
Event Recording Release**

Name of Event: _____
Presenter's Name: _____ Date of Event: _____
Presenter's E-Mail address: _____
Host of Event: _____ Location of Event: _____
Sponsoring Department(s): _____

I hereby grant permission for Linfield University to record my presentation or any part thereof by photography, videotape, audiotape, digital means or any other technology (the "recordings"). I affirm that the presentation is my original work and that I am the legal owner of the presentation and therefore have authority to sign this Release. Any material included in the presentation which is not my original work has been used according to the principles of fair use (17 U.S.C. § 107) or with permission from the copyright holder.

The recordings of my presentation may be used for educational and archival purposes only and will not be reproduced, redistributed, or broadcast in any manner other than as indicated below.

I grant permission for the following uses (select as many as appropriate):

Lending Uses

- Individual** – The recording may be loaned to the members of the university community for individual viewing.
- Other institutions** – The recording may be loaned to other institutions.
- Community** – The recording may be loaned to the general public for individual viewing.

Electronic Distribution

- Local cable distribution** – The recording may be cablecast on McMinnville Community Media.
- Intranet or course management systems** – All or portions of the recording may be viewed through the Linfield University intranet and/or the current course management system.
- Web Streaming** – The recording may be streamed by Linfield University from the university website, the institutional repository, or other server.
 - Web Download** – In addition to streaming, the media files may be made available for download from the university website, the institutional repository, or other server.
- University Publicity** – The recording may be used in whole or in part for Linfield University publicity.

Permissions for Reproduction of Recording

- Original and Archival copies.
- Multiple copies duplicated for academic use.
- Copies duplicated for member of the public.

Additional permissions or requests for copies (please explain below):

I agree that any and all recordings of my presentation or parts thereof, in any format, shall remain the property of Linfield University. I waive any rights to notice or approval of any use of the recordings which Linfield University may make of my presentation. **On behalf of myself and my heirs, successors, agents and assigns, I waive and release Linfield University and its trustees, officers, employee, agents and assigns from any liability whatsoever arising in connection with the use of the aforesaid recordings, including all claims for any damages (whether direct, indirect, punitive or otherwise), attorney's fees and costs.** If I am appearing on behalf of an entity, I represent and affirm that I am duly authorized to bind _____ [organization's name] to the terms of this Release.

Signature _____ Date _____