

UNIVERSITY OF NEW HAMPSHIRE
iTunes U Content Submission Form

Thank you for participating in the University of New Hampshire (“UNH”) initiative on iTunes U. UNH uses our iTunes U site to highlight the teaching and research excellence of our faculty and staff. If you would like to submit content to be considered for posting on the UNH iTunes U site (“Content”), please read these instructions and disclosures carefully, complete and sign all required portions of the form, and submit your form and Content to Bridget Finnegan at bridget.finnegan@unh.edu.

Acceptable Content and Formats.

We will post both audio and video content on the UNH iTunes U site. Examples of acceptable content include (but aren’t limited to): audio, video or podcasts of lectures, events or seminars, slides, images or animated video. Since our storage allocation on the iTunes U site is limited, we will be relatively selective in the choice of content. UNH reserves the right in its sole discretion to decide whether Content is appropriate for the UNH iTunes U website and to remove Content at any time without prior notice. Content may be submitted in the following formats:

- Audio files (AAC, MP3) with the file extensions of .m4a and .mp3
- Video files (MPEG-4 with H.264 compression) with file extensions of .mp4, .m4v, and .mov

For further information please see Apple’s [Supported Formats](#) page.

Apple provides helpful tips on creating content, including suggestions for format and media at http://www.apple.com/support/itunes_u/.

Intellectual Property Issues

While *you will retain all ownership rights that you have in the Content*, in order to participate in iTunes U you must grant to UNH and Apple, Inc. a license to the Content for purposes of use on the iTunes site (including marketing thereof). Your signature, below, will evidence your granting of such license:

I hereby grant to the University of New Hampshire and Apple, Inc. a non-exclusive, royalty-free right and license to use, reproduce and modify the format and display (but not the substance) of the attached Content (including all audio, video, textural, graphical and other material associated therewith), and to distribute, perform, transmit and display the Content on the iTunes U and iTunes Store sites throughout the world, in whole or in part, by any means now known or hereafter developed (such as, but not limited to, by websites or electronic downloads) for purposes consistent with

those described in this Content Submission Form, including marketing of the iTunes U and iTunes Store sites, and the UNH site thereon.

Print Name

Signature

Date

Acceptable Content must be original work. To the extent that your Content incorporates any material in which others might claim an interest, you are responsible to obtain all necessary permissions. You should keep in mind that material incorporated into your teaching that might constitute “fair use” in the classroom might not be eligible for such protection in the context of a public posting such as iTunes. Apple provides a helpful discussion of general copyright issues at http://images.apple.com/support/itunes_u/docs/iTunes_U_Copyright_Overview.pdf. If you have any questions or concerns about intellectual property issues associated with your Content or posting of your Content on the UNH iTunes U site, you should contact [designated person]. You are responsible to assure that your Content does not infringe upon others’ intellectual property interests, and that you have made all appropriate attributions. In order to participate in the UNH iTunes U site, you must verify that you own the Content and/or have obtained all necessary permissions. Your signature, below, will evidence such verification:

I represent to the University of New Hampshire that the attached Content is my own original work, that it does not infringe the intellectual property rights of anyone else, and that I have made all appropriate attributions. Specifically, I represent that:

- (i) I own or have the necessary licenses, rights, consents, and permissions to use all patent, trademark, trade secret, copyright or other proprietary rights in and to the Content, sufficient to allow inclusion and use of my Content in the iTunes U and iTunes Store sites, and the UNH site thereon; and
- (ii) I have obtained written consent, release and/or permission of every identifiable person represented in my Content to use their name and/or likeness to allow inclusion and use of my Content in the iTunes U and iTunes Store sites, and the UNH site thereon; and

(iii) To the best of my knowledge, the Content does not include any falsehoods or misrepresentations, or material that is unlawful, obscene, defamatory, libelous, threatening, pornographic, harassing, or encourages conduct that would be considered a criminal offense.

Furthermore, I understand that:

- (i) Neither UNH nor iTunes U guarantees confidentiality of any Content that I submit, and that any Content published on the UNH iTunes U site will be publicly available (and not password-protected or otherwise considered private or limited-access); and
- (ii) I am solely responsible for the consequences of publishing the Content that I submit (including any monitoring of the use or downloading of such Content); I acknowledge that public posting of my Content on iTunes carries the risk of misappropriation or infringement by third parties.

Print Name

Signature

Date

Obtaining Permissions From Students or Other Third Parties. In the event your Content includes pictures or video/audio recording of students or any other third party, you may need to obtain written permission from them in advance of posting your Content to the UNH iTunes U website. You are responsible to maintain all obtained permissions in your records. Please contact [person] if you have questions or need assistance.

Know the iTunes U Site and Model.

UNH encourages all content submitters to review the iTunes U site and to become familiar with its operation and presentation formats. Content presented on the UNH iTunes U site will be available to the public; we will not have a site that is restricted only to UNH community members. Anyone with Internet access will have access to the UNH iTunes U site.

The iTunes U model allows for Apple, Inc. to modify the “look and feel” (but not the substance) of any Content that we post on the site. Apple might also make modifications so that only a portion of your Content is presented on various pages of the site. By submitting your Content to UNH for submission, you verify that you understand Apple’s

possible uses of your Content. You also verify that you understand that neither UNH nor Apple is able or responsible to control third-party use of Content posted on the UNH iTunes U website.

Preservation of Original Work

Although UNH will facilitate posting of Content on the iTunes U site, we will not be responsible to assure that the Content is preserved. Please note that materials presented on the UNH iTunes U website are resident on servers that are not owned or operated by UNH. You must ensure that your Content is separately preserved on UNH-controlled media (e.g., Blackboard or UNHInfo).

Concurrent Posting on Blackboard or Other Media

The UNH iTunes U website is intended to be a forum for the public presentation of the work of UNH faculty and staff. Since iTunes is not available to all UNH students, you must ensure that any Content that is submitted for iTunes U is also available to our students via Blackboard or other electronic media accessible to all UNH students.

Confidential and Sensitive Information

You are responsible to assure that your Content does not contain any materials or information that is confidential or sensitive, including personal information of UNH faculty, staff or students that may be protected by law (e.g., pursuant to FERPA or HIPAA).

By submitting Content, you acknowledge and agree to all of the terms and conditions related to submission and posting of Content on the UNH iTunes U website as described in this Submission Form.

Print Name: _____

Telephone: _____

E-mail: _____

Date: _____

Signature: _____