



# iTunes U at Pitt

## Content Administrator Designation Form

Content Administrators are individuals designated by University Deans or Directors to ensure that recorded course and presentation content (“Recordings”) posted to the University’s websites or its online courseware providers comply with University copyright policies and with the terms of the University’s iTunes U contract with Apple Computer, Inc.

### Dean/Director Designation:

I designate \_\_\_\_\_ to be the Content Administrator for  
*Name*  
the \_\_\_\_\_.  
*School/Area*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The designated Content Administrator shall have the following duties and responsibilities:

1. Receive Content Administrator training on copyright issues to be presented by the Office of General Counsel.
2. Review all Recordings proposed for internal use and replay at the University, which would include allowing the University to post the Presentation/Recording as Private Content on the University iTunes U Site.
3. Review all Recordings proposed for external use and replay at the University, which would include allowing the University to post the Presentation/Recording as Public Content on the University’s iTunes U Site and for any other University non-commercial research and education activities.
4. Identify copyright issues and third party content which appear in Recordings proposed for internal or external use and replay at the University.
5. Obtain a written release from all participants who appear in Recordings.
6. Obtain all third party licenses and permissions necessary to use third party content which appears in the Recording.
7. Maintain written documentation and records of all releases, licenses, or permissions relating to the Recordings.
8. Consult with an OGC attorney as needed on copyright issues.
9. Post Recordings for release and distribution only as designated in the Speaker Release form.
10. Post only portions of the Recordings which contain no outstanding copyright issues.

**Content Administrator Certification:**

I understand that I have been designated the Content Administrator for \_\_\_\_\_,  
*School /Area*

I have reviewed my duties and responsibilities set forth above and I agree to perform these duties and accept these responsibilities on behalf of my School or Department.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deliver the completed form to CSSD by one of the following methods:

1. Fax to CSSD Receptionist at 412-624-1866.
2. Email a scanned copy to **orr2@pitt.edu**.
3. Mail the original to CSSD Receptionist, 717 Cathedral of Learning.