UCL Academic Manual 2020-21
Chapter 11: Teaching and Learning

UCL Lecturecast Policy

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Policy

1. This policy refers to UCL's Lecturecast service, UCL's system for the end-to-end recording and online delivery of material captured during face-to-face classes within the institution. The system consists of a number of recording devices within selected teaching spaces and a processing/distribution system for content delivery. It also applies to video material produced either externally or through the Personal/Universal Capture tool and uploaded to the Lecturecast system. Recordings are currently made available to UCL staff and students via a dedicated portal accessible through Moodle, although other forms of dissemination are possible and may prove of interest to academic users of the service.

2. Lecturecast is, by default, an opt-in service with the onus on individual lecturers or teaching leads in departments/divisions to choose to use the system. Each department/division should clearly define who is responsible for managing this process. It is recommended that usage of Lecturecast be a standing item on the agenda of the relevant Teaching Committee to show a clear UCL structure of tracking and accountability.

3. Where departments/divisions wish to depart from the standard opt-in policy and set an explicit opt-out policy, this must be in consultation with staff affected. Clear guidance must be given to all staff on this policy; for instance it must be made clear to staff whom they should contact to opt-out and what implications this would have for their teaching. It should be possible for any member of staff to opt-out so that their lectures within the specific course are not captured or published.

4. All staff using the system should be made aware of the training material available on the use of Lecturecast through the [Lecturecast Resource Centre](#). This material, as well as covering technical aspects of the system, also provides primary guidance on copyright and other policy issues.

5. Staff are reminded that the Library's Copyright Support Team provide [Copyright advice and guidance](#) on how Copyright impacts on teaching and on UCL's Intellectual Property Rights (IPR) Policy to all staff and students.

This includes specific guidance on Lecturecast and recorded lectures: [Lecture Capture, Lecturecast and Copyright](#).

6. **Retention policy**: All Lecturecast content will be available for 4 years from the date of capture. Any content older than four years will become automatically archived by the system into a state known as 'Glacier'. Content will stay in the 'Glacier' for 3 years and may only be recovered by the Digital Education team. Any content that is republished to another section will have its clock reset to the start of the seven 7 year cycle.

7. **Content Deletion**: Content which has been archived by the system into a state known as the 'Glacier' for more than 3 years will be permanently deleted automatically. Content on the Lecturecast system will be permanently deleted after 7 years: [Lecturecast Policy](#).

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