

# SALCTG (Scottish Academic Libraries Cooperative Training Group) Recorded Online Events Information

## Introduction

The Scottish Academic Library Cooperative Training Group (SALCTG) is well established as a provider of excellent quality training courses appropriate to the needs of academic libraries. Supported by all major academic libraries in Scotland, and the National Library of Scotland, SALCTG responds to the training and development requirements of all library staff by presenting a range of courses, both practical and managerial, at excellent value for money.

In 2020, SALCTG began offering online events. In response to SALCTG event attendee requests for online events to be recorded, and if agreeable with event presenters and/or trainers, we will endeavour to provide online event recordings.

The Sir Alex Ferguson Library at Glasgow Caledonian University (GCU) has agreed to host SALCTG event recordings on their [edShare@GCU](#) educational resource repository. The [About edShare@GCU webpage](#) and [Help and guidance webpage](#) provides edShare policies and general guidance.

The following sections of this document set out some basic information for SALCTG event presenters, trainers, and event attendees.

## Recorded event viewing permissions in edShare

To make SALCTG event recordings available to those who do not have GCU account and username credentials (and therefore full user access to edShare), recordings viewing permissions will be set to 'World.' This means that anyone accessing the recording URL will be able to view it unrestricted.

## Copyright and licensing

SALCTG asks that all event presenters/trainers ensure that any materials used within an online training session or event be compliant with copyright law, and where applicable you have permission to use it.

We also suggest that presenters add a [Creative Commons \(CC\) license](#) to the presentation files and resources they have created. CC licenses give everyone from individual creators to large institutions a standardised way to grant the public permission to use their creative work under copyright law. From the reuser's perspective, the presence of a CC license on a copyrighted work answers the question, *What can I do with this work?* You can also add a CC license to the summary page for resources in edShare.

## Event attendee privacy

If you have concerns regarding your personal privacy during a SALCTG online event, we ask that you use an alternative name or pseudonym when adding details to the online recording platform. We would also recommend that you turn off your computer camera, and do not contribute to any chat function within the online recording platform

## Digital accessibility of recordings

SALCTG will, where possible, provide recorded event captions and or an event transcript. Captions and transcripts will be auto-generated and may not be edited post event.

## Contact details

Should you have any questions or queries regarding any of the content of this information document, please contact a member of the SALCTG committee:

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## Document review

This document will be reviewed on a yearly basis

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