

# SUFFOLK UNIVERSITY on iTunes U

## DEPARTMENT & ORGANIZATION REQUEST FOR SPACE

Suffolk University departments and organizations which have an iTunes U Representative may request space on Suffolk's public iTunes U site using this form. Please return the completed form to your iTunes U representative or Irene Good, room 1372, Rosalie K. Stahl Center.

### **OVERVIEW OF RESPONSIBILITIES FOR iTUNES U REPRESENTATIVES for a more complete listing please go to the iTunes U Polices found on the Suffolk University website.**

- Upload materials to iTunes U; delete outdated material.
- Maintain archival copies of all materials.
- Appropriately name and tag materials according to the Apple guidelines.
- Assure that materials have been made iTunes U "ready" by using recommended file formats and encoding.
- Test materials after uploading for proper playback.
- Assure that all copyright and other permissions have been secured. Maintain written documentation including releases for guest speakers and permissions for all images, music or other media included in your materials that were not created internally.
- Obtain appropriate releases from students, faculty or others who may be recorded.

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**Suffolk Department/Organization:** \_\_\_\_\_

### **iTunes U Representative**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**SU Email:** \_\_\_\_\_ **Campus Phone:** \_\_\_\_\_

**Category and Section where you wish your department's content to display:**

\_\_\_\_\_

**Album Title** (These are weighted heavily in search results so use a title that identifies the content from a user's perspective.) \_\_\_\_\_

**Description:** (We need to add these to every album. The description fields are searched and you need to tell users what kind of content they will find there and why they would want to subscribe to the content and download the content. Remember heavily downloaded content gets featured!)

\_\_\_\_\_

\_\_\_\_\_

**Tab Title (if any):** \_\_\_\_\_

**Estimated number of audio/video files ready for immediate posting:**\_\_\_\_\_

**Estimated number of audio/video files to be posted per week/month/year:**\_\_\_\_\_

**Additional Comments:**