Using Television and Radio programme for teaching

BOB – Box of Broadcasts

This workshop is for anyone who would like to use television and radio recordings in teaching and research, and takes you through finding and accessing suitable broadcasts, including using the media streaming service BoB (Box of Broadcasts). This session also looks at the legal considerations for using broadcasts in your teaching.
Previous experience required: You should be familiar with using a PC and the internet.
Platform: PC and Mac

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1 Introduction

If you are looking for broadcast material to support your teaching then currently there is no comprehensive, complete list of all television, film or radio broadcasts in existence for you to search. There is also no national repository of television, film, or radio broadcasts. This makes identifying useful material and then getting hold of that material problematic. But don’t despair; there are databases available to make your search easier!

2 How to find material

TRILT – Television, Radio Index for Learning and Teaching

The most comprehensive list of television and radio broadcast is the TRILT database which is produced by the British University Film and Video Council (BUFVC). TRILT is particularly useful if you don’t know the title of the programme you are looking for but are looking for programmes about a subject area.

TRILT covers:

- Programme information for c.475 channels – Freeview, Satellite & Cable, and Radio
- Complete schedules from 2001 onwards, but there is data going back to 1995
- Advance broadcast listings for up to 10 days ahead – i.e. an electronic Radio Times!

What you can do using TRILT:

- Search for a specific programme or by subject
- Save your search as an ‘Auto Alert’ and you will be emailed once a week with the results
- Find broadcast listings information for all c.475 channels
- Mark the records of items you are interested in and export them in a variety of formats
- Link directly to the programme in the BoB archive – where available

1 To access TRILT follow the link in the Audiovisual material subject guide. This guide can be found in the Subject Guides section of the Online Library. Login when prompted.

2 Enter your search terms in the box and press Search. You can then use the option Refine search to select from a range of filters e.g. Date, or format.

3 By selecting the Advanced Search option you can add additional search terms to return one set of refined results; each search can be across all fields, or can be
refined to a search of one field in the database using the drop-down menu next to the search box. Searches can also be refined by other aspects including date broadcast, programme genre and channel.

4 When the results of your search are displayed, select the option Save as Auto Alert to receive an email when new programmes matching your search criteria are added to the database. Select the option My BUFVC to select your preferences for using the site e.g. Basic or Advanced search display and also to see any auto alerts which you have created.

3 Other sources

3.1 BFI Film & TV Database
The BFI Film & TV Database provides information on British and international film and television titles as well as people, music groups, organisations and events. Information included in the database dates back to the beginning of film production up to May 2009.

3.2 BBC Archive
The BBC Archive is a collection of material from the BBC archives containing themed collections of radio and TV programmes, documents and photographs.

3.3 BFI Player
The BFI player is a video-on-demand service providing access to over 1000 BFI titles. A mix of free and pay-to-view content, new titles are added regularly.

Other sources to locate archival films and programmes can be found in the Audiovisual material subject guide

- How to get hold of material
- BoB (Box of Broadcasts)

BoB National is a shared online off-air TV and radio recording service for education. BoB enables all staff and students in subscribing higher and further education institutions to view, record, create clips and share any broadcast programmes from over 60 TV and radio channels. The recorded programmes are then kept indefinitely and searched and shared by all users. It is available both on and off campus, 24/7, anywhere within the UK. BoB covers:

- 60+ television and radio channels and 10 foreign language channels
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- BBC TV and radio content dating from 2007 (800,000+ programmes)
- Programmes in the archive dating back to 2006
- Open University programmes
- BoB does NOT cover satellite channels.

3.4 Record programmes
Any student or member of staff from the University of Brighton can request recordings of programmes, up to 5 recordings per day. Programmes can be selected from any of the channels up to 7 days in advance. You can also request recordings using the 30 day buffer from any of the channels. Any requested programmes are then available for all in the archive and also in the requesting user's 'My BoB' area.

3.5 Search for programmes in the archive
The BoB archive allows you to access programmes that users from any subscribing institution have requested. You can also access any publically available playlists and clips. Items remain in the archive indefinitely. As BoB includes the programme transcript, segments within programmes can now be identified.

3.6 Create playlists and clips from programmes
Users can create clips from a programmes or create a playlist of related programmes and/or clips. Click on Add to playlist link at the side of the programme to add it to your playlist. To create a clip from a programme, click on Create clip link under the programme; multiple clips can be streamed together. As all programmes, playlists or clips on BoB are given a persistent URL they can be linked to via StudentCentral or an Aspire reading list. See Appendix 1.

3.7 My BoB area
Using your 'My BoB' area you can manage and access your recordings, playlists and clips. Any programmes you have requested are listed here; recordings from the BBC Archive will need to be uploaded and won’t be available instantly.

3.8 What you can’t do using BoB
Due to licensing restrictions you cannot download material from BoB or make a hard copy. Programmes can only be viewed via streaming

- You cannot view material outside the UK
- You cannot show material via BoB to a non-University of Brighton audience - so you cannot use BoB if you are presenting at a conference, or allow your friends or family to view programmes.

BE AWARE! BoB is a streaming service so when viewing material don’t expect it to be of High Definition quality! Streaming is the means of delivery -
and the quality and speed of material depends on the connection. You are dependent on your network connection for streaming!

BoB has some useful support material to help you get the most out of the service – you can access a very comprehensive user guide and video tutorials by selecting Help.

### 3.9 Library collection

All of the University of Brighton libraries stock hard copies of selected television and radio programmes. In particular, remember to check the library catalogue when you are trying to locate the following material:

- Older material – programmes that pre-date BoB (2006).
- Commercial purchases – In particular this material consists of feature films, box sets of television programmes, or independently produced documentaries.

### 3.10 Subject Guides

The guides Audiovisual materials, Media, Film and Broadcasting and Photography and Moving Image contain links to resources such as on-demand services; archives of film and television collections; and independently produced material. Some of this material is licensed for educational use, and some are links to commercial sites. Before using any of this material it is recommended you check the terms and conditions of the site to clarify what you can do with the material. In particular you may like to explore:

#### On-demand / Catch-up TV

All the main broadcasters offer an ‘on-demand’ service. Some services offer archived programmes but often a much of the content is only available for a short period of time so if you are directing your students to material via these services then remember that there will probably be an expiry date to that material!

#### Archives

A lot of broadcast material has been digitised and is available via archives. In particular the BBC Archive and 4OD are a great source of older material, and these sites group programmes together in collections to make it easier for you to identify similar material. Before using archive material it is important that you check the terms and conditions of the site to make sure that you are not infringing copyright.

#### Creating your own media

It is possible to use technologies such as audio recordings, screencasting, video recordings, and mash-ups i.e. re-using existing material already available to create your own media to enhance your teaching. For more information contact your Learning Technologies Adviser.
How to use material

The University has a license which allow us to make use of television and radio broadcasts for educational purposes.

BoB and off-air recordings held in the University libraries:

The ERA Licensing Scheme permits staff at educational establishments to record, for non-commercial educational purposes, broadcast output of ERA's Members; this now includes programmes produced by the Open University. Programmes we have recorded from television and radio and stock as hard copies or programmes available via BoB are covered by the Educational Recording Agency license. The license covers scheduled, free to air broadcasts on: BBC television and radio; ITV network services; Channel 4 and E4; Five; S4C. Changes in April 2014 additionally allow educational establishments holding a current ERA licence to record and access for educational purposes BBC content in relevant BBC Online Services and also to access 4oD Content within Channel 4 Online Services.

Recordings can be used by University of Brighton registered students, teaching staff, and other employees directly involved in student’s education, for the purpose of supporting University of Brighton courses. Recordings are for use in the United Kingdom only, and programmes recorded after 30th May 1990 can be retained indefinitely.

3.11 Commercial purchases:

This material can again be used in the course of teaching for educational purposes. We cannot stream this material.

Generally speaking our licenses allow you to:

- Use material in the course of educational instruction
- Use material on University of Brighton premises

Generally speaking our licenses do NOT allow you to:

- Show material to a non-University of Brighton audience
- Watch University of Brighton television and radio programmes for personal pleasure

The copyright section on the Information Services website has more guidance on licenses, permissions and using films, television and on-demand broadcasts both on and off-campus.

A final word of warning – it is the responsibility of an individual to comply with the law so please be aware when you are using broadcast material that you make sure you are doing so legally. If you would like a second opinion please do contact your Information Adviser for advice.
4 Aspire

Aspire allows University of Brighton staff to create online reading lists accessed via the Studentcentral module homepage. These reading lists can include links to books, journal articles, webpages and audio-visual material eg. YouTube videos and link to recordings in BoB

5 Referencing

It is important that you reference audio-visual material in the same way as you would reference print material and the BUFVC have produced Audiovisual Citation Guidelines (March 2013) which are designed to encourage best practice in citing any kind of audiovisual item. The guidelines cover film; television programmes; radio programmes; audio recordings; DVD extras; clips; trailers; adverts; idents; non-broadcast, amateur and archive material; and podcasts. The guidelines can be downloaded or viewed online at http://bufvc.ac.uk/projects-research/avcitation

6 Any questions:

If in the future you have any questions about BoB, TRILT, or any aspect of using television and radio in your teaching please do contact your local site library for advice.

7 Appendix 1

7.1 Linking to BoB content from StudentCentral

5 Select the playlist / clip / programme you want to link to and copy the URL at the top of the screen:

6 In the area on StudentCentral you want to put the clip into go to ‘Build content’, and select ‘URL’

7 Decide on a name for the entry on StudentCentral, then paste in the address copied in step 1. If required you can add a description of why you are linking to the programme etc. in the Text box:

8 The default is set to ‘Open in a new window’ – No but you could change this to ‘Yes’ if you want. Click on ‘Submit’ to finish:

If the user has not already logged into BoB, they will be prompted to do so and then be taken straight to the required content.
7.2 Linking to Bob content in Aspire

1 Select the playlist / clip / programme you want to link to and select the Add to my Bookmarks link from your browser toolbar.

2 On the Manually add a new bookmark page change the resource type to Audio-visual document and add the title of the programme and any other information.

3 Click on Create, or Create and Add to List to add it directly to an existing list.