



HGSE Multimedia Recording Policy - Decision Flowchart

Step 1: Define the type of recording event.

Is the recording for a public event with an unrestricted audience?	Yes	No
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Is this recording for Course Shopping?	Yes	No
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If you answered **Yes** to either of the questions above, this is a **public recording event**. Please skip to step 2.

Is the recording for an HGSE academic course?	Yes	No
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Is the recording for an “invitation only” event for a restricted audience?	Yes	No
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If you answered **Yes** to either of the questions above, this is a **private recording event**.

Step 2: Guest speaker authorization for recording and reuse.

Will the recording include guest speakers outside of Harvard?	Yes	No
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If you answered **No**, proceed to Step 3.

Has the guest speaker given authorization to record and reuse?	Yes	No
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If you answered **No**, this is **not an authorized recording**. No additional steps are required.

Action: Ensure a copy of the *Guest Authorization for Recording and Reuse of Artifacts* is retained on file.

Step 3: Audience participation and other identifiable persons.

Action: Ensure attendees are notified that the event will be recorded. Identify “no film” zones, as feasible.

Is this a Public Recording Event?	Yes	No
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Is this a lecture capture video only visible to students and teaching teams?	Yes	No
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If you answered **Yes** to either question above, proceed to Step 4.

Action: Students and other identifiable persons must sign an Authorization agreeing to unrestricted use by Harvard. Forms should be delivered to the HGSE IT Service Center and identify the multimedia recording.

Step 4: Recording Use.

General Availability Recordings: Public recordings (with or without Guest Authorization) are the exclusive property of Harvard University and may be re-used in any capacity consistent with the mission of HGSE.

Restricted Use Recordings: Private recordings with Guest Authorization and Student/Person Authorization. Lecture capture recordings with identifiable students.

All recordings should be treated as Restricted Use, unless explicitly identified as General Availability. Notes regarding authorization should accompany any publications of recording assets.

Complete. Please refer any questions about this policy to IT_OneStop@gse.harvard.edu