CIRCULAR

S4C Archive Partnership

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To:	Heads of higher education institutions in Wales, Coleg Cymraeg Cenedlaethol Consultative Group, institutional Welsh-medium provision coordinators and branch officers.
Response by:	12:00, 30 September 2016
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**This document is also available on the Coleg Cymraeg Cenedlaethol website
http://www.colegcymraeg.ac.uk/cylchlythyron**

S4C Archive Partnership

Background

1. The Coleg Cymraeg Cenedlaethol is a national institution providing strategic guidance to the higher education sector in the planning, maintenance and development of Welsh-medium education and scholarship. One aspect of this work involves the provision and facilitation of access to a body of Welsh-medium scholarly material for the benefit of students, staff and the wider academic community.

2. By means of the Strategic Developments Fund and the Small Grants Fund, the Coleg has funded schemes which have resulted in a range of print and/or electronic outputs. These include a wide range of resources such as monographs, research volumes, journals, textbooks, films and lectures. The platform for the electronic resources is the Coleg's Library (www.llyfrgell.porth.ac.uk).

3. However, the Coleg is aware that other types of resources may be used for teaching and learning purposes. Welsh television programmes, for instance, are a rich source of educational material, but to date, staff and students have been unable to gain easy access to an archive of Welsh television programmes.

4. To overcome this problem, the Coleg, in cooperation with S4C and ERA (Educational Recording Agency), has arranged access to S4C's archive of programmes broadcast by the channel since its establishment in 1982.

5. The Coleg will upload a selection of these programmes onto its Library for staff and student use. Authorised users can view a sample selection of programmes by logging onto www.llyfrgell.porth.ac.uk and selecting the 'Archif S4C' category. Paragraph 22 below explains how to register as an authorised user.

6.   This circular explains the conditions of use and provides an opportunity for those teaching through the medium of Welsh to apply for programmes to form part of this scheme.

Project aim

7.   The main aim of the project is to overcome the difficulties facing academic staff wishing to use Welsh television material to enrich students' teaching and learning experience and/or in their personal research.

8.   A selection of programmes will be placed under the 'Archif S4C' category in the Coleg's Library. They may be accessed using a Coleg Cymraeg Cenedlaethol membership number.

Inviting applications for programmes

9.   Academic staff are invited to apply for Welsh television programmes which they would like to be made available in the Coleg's Library.

10.   An application form is available in Appendix A and a list of the programmes and series which may be requested may be viewed at bit.ly/archifS4C. Multiple applications may be made. The relevant production number(s) should be stated when applying.

11.   There should be a clear educational reason for requesting a programme, as only a limited number of programmes will be placed in the Coleg's Library.

12.   Each request for a programme/series will be categorised as follows.

1	A significant addition to current provision at more than one institution; *or* Allows the development of new provision across more than one institution.
2	A significant addition to the current provision of one institution; *or* A desirable addition to current provision at more than one institution; *or* Allows the development of new provision at one institution.
3	A desirable addition to current provision at one institution.
4	A desirable addition to research work.

0	Refusal.
GB	Applicant has requested further information from S4C (decision deferred until the applicant has received the information and has decided whether or not to continue with the request).

13. Priority will be given to requests falling into categories 1 or 2 above when selecting programmes to be placed in the Coleg's Library.

14. Older programmes (1982–2006) are less likely to be available in digital format, so S4C will have to digitise them before they are transferred to the Coleg. There are limited resources available to this end, and academic staff are asked to bear this in mind when making requests.

15. Joint applications by academic staff working across institutions and/or departments are welcomed.

16. Requests for complete series are welcomed. There should be a clear educational reason for requesting a series rather than individual programmes.

17. The Coleg is aware that there is scant information available regarding the contents of some programmes, particularly older ones, and that this might affect the ability of academic staff to foresee how they may be used for educational purposes. However, academic staff are encouraged to carry out a reasonable amount of background research prior to making a request. Ambiguous requests and requests displaying a lack of research will be rejected.

18. Nevertheless, should cases arise where further information is clearly required, S4C may be asked to supple a brief description of the content of a programme or programmes. In such cases, the decision will be deferred until the applicant has received the information and has decided whether or not to continue with the application.

19. Depending on the success of the scheme and the number of applications, there may be further opportunities to invite applications in due course.

Terms and conditions

20.   Only authorised users shall access the programmes.

21.   Only authorised users may request programmes.

22.   To be an authorised user, it is necessary to be:

    i.   A member of the Coleg Cymraeg Cenedlaethol (you may join at:
www.colegcymraeg.ac.uk/cy/ymaelodi/).

    ii.   A member of an educational institution holding an ERA license (you may check
whether an educational institution is a member of ERA at:
www.era.org.uk/licence).

    iii.   A member of an educational institution which is a member institution of the
Coleg Cymraeg Cenedlaethol (all Welsh HEIs, including the Open University).

23.   It is the applicant's responsibility to ensure that programmes are used for non-
commercial educational purposes only. The material may not be used for commercial
purposes, copying, sale, redistribution, publication in the form of public performance,
or any other type of public communication, or anything similar under any
circumstances.

24.   It is the applicant's responsibility to ensure that the programmes are used by
authorised users only.

Offering ideas or expertise

25.   Academic staff wishing to offer ideas or expertise for factual programmes should
contact S4C's Commissioning Department (see www.s4c.cymru/en/production/).

Timescale

26.   Academic staff are asked to make requests for programmes by **12:00 on 30
September 2016**. Requests should be sent by e-mail on the attached form (see
Appendix A) to the Coleg's Publications Officer, Mari Fflur:
mari.fflur@colegcymraeg.ac.uk.