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To Whom It May Concern:

We have been contacted by someone at your institution expressing interest in Lumière, formerly known as the Library of Foreign Language Film Clips (LFLFC), created by the Berkeley Language Center at the University of California, Berkeley and currently maintained by the BLC and the Media Resources Center of the UC Berkeley Library. This database of films and clips is intended only for instruction in language and culture at non-profit institutions. As of this date Lumière contains approximately 19,500 clips cut from more than 615 films in 31 languages; in total Lumière has 4500+ films in 53 languages, with the addition of about 100 films and dozens of clips every month.

Each clip in the database is tagged for appropriate linguistic, cultural, and discourse information contained in the clip. Most of the spoken language in the clip is also tagged in dictionary form. Therefore, instructors can search on terms that might be of interest to their curriculum at any given time: 'wedding', 'apology', 'persuasion', 'crime', 'idiom', 'children', etc. to generate a list of clips that have this feature in the clip. Instructors can then place any clips of interest into their queue, they can annotate those clips, and then "order" them. Within an hour they receive an email with a URL for those clips, which they then put into the campus' Learning Management System, from where your students gain access.

In addition to the video, instructors have the option of showing the clips with the dictionary form of the vocabulary spoken, a slowed audio track of the video (the student can toggle between the two), a description of the clip content, and information about the film; they may also add comments or questions to the clip. After a set time frame chosen by the instructor, the URL links to the clips expire. Clips can be reordered (a new URL is generated), and each instructor's order history is maintained on the site to facilitate reordering of clips.

UC Berkeley is willing to make this database accessible to instructors at your institution without any cost to your institution, other than the cost of acquiring the DVDs that you want access to. Intellectual property lawyers at UC Berkeley consider this database to fall under the fair use provisions of U.S. Copyright Law. However, to make these clips accessible to other institutions, those institutions need to own the DVD from which the clips were made. You need not own all the DVDs in Lumière, but your instructors will have access to the clips from only those DVDs that you indicate are owned by your institution. In addition, instructors at your institution will be able to create their own clips, but only from films that your institution has indicated it owns.

Therefore, in order to proceed with an arrangement whereby your institution acquires access to these film clips, we require that someone with signature authority for your institution (for high schools, this should be the principal; for colleges, a dean, or director of the library; in either case the person must be of higher rank than the designated campus admin(s)) to write a letter on university letterhead, addressed to the Associate Director of the BLC, with signature and title, indicating that due diligence will be followed to abide by the conditions outlined in #1-3 below:

1. A commitment from your institution that due diligence will be followed and that only those films on DVD/Blu-Ray which your institution has purchased or has received in permanent donation and to which any

instructor at your institution would have access, will be so indicated on Lumière's website, where a record of your institution's DVD collection is kept by your Campus Administrator(s) (see below).

2. Instructors at your institution will agree when they register for access to the site that they will use this application only to find and 'order' film clips for the purposes of instruction and that the URLs for those clips will only be used in your campus's Learning Management System (or some other site restricted to students enrolled in the instructor's class at your institution) – the Lumière site itself will not be used to show films or film clips to students, but only as a mechanism for placing orders for clips or creating new clips. We would expect the campus administrator (see below) to help make this the practice at your institution.
3. A person or persons at your institution will be assigned the role of "Campus Administrator". This person will have the responsibility (or will hire someone to do this work) of indicating which films in Lumière are owned by your institution; second, this person or persons will verify school affiliation of any person from your institution seeking to register for an account on our system (all accounts must be registered with an email 'owned' by your institution, i.e., no Gmail, Hotmail, Yahoo, etc. accounts). The campus administrator will follow due diligence and deactivate the accounts of instructors or graduate student instructors who are no longer associated with your institution on a regular basis (at least once per year). Access is to be granted only to instructors employed by your institution who would have access to your DVDs to show to students in class. Graduate students may be given access only when they are engaged in the teaching of a course or are assisting faculty to teach a course, i.e., Lumière cannot be used for research or entertainment. It has been our experience that the campus administrator responsible for the collection should be someone from your library or media center familiar with your campus's media collection, and who will be willing to track newly accessioned films to Lumière.

If you are interested in more information, please feel free to contact me (contact info is provided below). I am willing to provide access to Lumière for someone from your institution for a short period of time so that they can explore the features in Lumière. Please send the person's email and the dates s/he wants to access the application).

At this time we expect to launch Lumière in January, 2019. The new version will include many improvements and several new features, including: much improved browsing and a revamped search engine; film terminology with text definitions and short video illustrations; faculty will be able to create their own clips from films owned by your institution; students will be able to make comments on clips assigned to them, with those comments visible to other students in the class or to the instructor only; better tracking of film requests and better management of your collection within Lumière.

When you are ready to proceed, please send me a signed (electronic signature is ok) letter **on institution letterhead** indicating your commitment to comply with #1-3 above, your name and position at your institution, and the name and email contact information for the person or persons who will serve as campus administrator(s) for your institution. I will follow up regarding a 30-minute training session on Lumière for the designated campus administrator(s).

Sincerely,



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