

Responsible Employee Training Video FAQs



Q. How long is the film?

A. The film is 12:45 minutes in duration.

Q. What do I get once I purchase it?

A. Upon receipt of **payment, check, or purchase order**, the Clery Center will send an email to the purchaser with a temporary Vimeo link to download or stream a copy of the film. A USB drive with the video files and supplemental resource documents will then be mailed out directly.

TIP: Make sure you provide the proper shipping address to receive the drive and include your email address/phone number on the purchase order if paying through that method. Purchase orders can be faxed to us at (484)-580-8759 or emailed to accounting@clerycenter.org.

Q. Is it captioned?

A. Yes, there are two versions - one without captions and one with open captioning (always on). Some operating systems handle closed (or toggled) captioning files differently, which is why we have not provided that option - this circumvents any issues with them not working.

Both versions are available in .MOV and .MP4 format - so they should work on most operating systems (Windows, Mac, Linux). If you have any issues, you can call or email Amy Guthrie at (484)-588-5377 or aguthrie@clerycenter.org.

Q. Where can we use it?

A. Per our **Terms of Use Agreement** (which you agree to upon purchasing the film), if the film is used in programs with students and staff, it must be placed behind a secure area of the institution's website or intranet, where individuals need to log in for access. That means no embedding of the film on sites such as YouTube, Vimeo, or a public-facing page on your institution's website.

The full **Terms of Use Agreement** is available [here](#).

TIP: If you're looking to upload it to your website or learning management system and would like it embedded or as part of an online training program, it may be best to coordinate with your IT or Web Development department or manager. The Clery Center cannot provide direct technical assistance with this, as each system is different, but we *will* work with your technology department directly if they have any questions about the film files and documents. We can provide different file formats upon request.