



SUBJECT: Requests For Media Service And Television Agreements

REFERENCE:

1. PURPOSE

To establish and communicate procedures to request media services.

2. SCOPE AND APPLICABILITY

Any person or organization who wishes to use services of the Media Department.

3. DEFINITIONS

4. POLICY

All requests for media services must follow the procedures herein set forth.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

A. Utilization of College Local Access Cable Channel

1. The following requirements must be satisfied.

- a. Individuals must request use of channel from television personnel; this may be done verbally or in writing.
- b. Requests must be made a minimum of two weeks prior to requested air time.
- c. All pertinent information regarding the program to be aired must be submitted to Instructional Television staff at the time the request is made.

B. Fees to be assessed will be determined at the time the request is made according to the current rate schedule.



- C. The Program Coordinator Sr. for Media/Television Services or his/her designee reserves the right to refuse or deny the programs to be aired.
- D. Denial of programs to be aired can be appealed to Technology Committee for consideration.
- E. Dubbing Programs
 - 1. The following are guidelines for the dubbing of programs:
 - a. Any individual requesting a dub must submit the request on the proper form.
 - b. Requests must be made a minimum of one week before the tape is made.
- F. Copyrighted material will not be reproduced without permission from the copyrighter.
- G. Playbacks

Faculty must request playbacks at least two days in advance from the library.
- H. Consulting Services

Consulting services will be provided upon request.

8. **CANCELLATION**

9. **SIGNATURE**

President

Date

Attachments

Distribution

Revision Date

September 1, 2000