

Academic Video Production Policy

University Libraries

Academic Video Production Policy

- 1) An academic video production can be defined as:
 - a) programs to support course work
 - b) programs to support correspondence courses
 - c) programs to be added to university archives
 - d) tele-course programs
 - e) other programs related to academic programs.

(This does not include regular class videotaping that will continue to be a service of the Media Services department)

- 2) Video projects will be evaluated and prioritized due to time, staff availability, available equipment and available funds.
- 3) The Media Services Librarian must approve all video projects. The faculty liaison and/or project coordinator will be notified in writing concerning the approval of the project.
- 4) The Media Services Librarian and/or the assigned production staff personnel will work directly with the faculty liaison and/or project coordinator throughout the entire production process.
- 5) The video production equipment is for Media Services use and will primarily be operated by departmental staff. This equipment is also available to students who are currently enrolled in or who have completed Television Production classes. Faculty and staff may utilize equipment only after they have completed sufficient training. Students who have completed Television Production classes and are currently enrolled at SBU may utilize the equipment only after approval by a Media Services supervisor. This equipment is not available for guest patron use.
- 6) The Media Services department will only produce video projects for the University and off-campus centers.
- 7) All master tapes and footage shot by the Media Services department will be the property of the University Library. If the faculty member or the department wishes to keep the tape(s) as personal property, the materials and manpower will be charged to the faculty member or department.