PROCEDURE NO.  2065

TITLE: USE OF COLLEGE MULTIMEDIA PRODUCTION FACILITIES

BASED ON POLICY: 2.06 GENERAL POWERS, DUTIES, AND RESPONSIBILITIES OF THE PRESIDENT

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC AFFAIRS AND STUDENT SERVICES/INFORMATION TECHNOLOGY

I. Purpose:

To provide for efficient use of the College multimedia production facilities

II. Procedure:

A. Requests for use of the multimedia production facilities and/or services must be submitted by email to the IT Help Desk: HelpDesk@southflorida.edu. Most projects require a minimum of 72 business hours prior notice, depending on the complexity of the project.

B. Employees requesting filming/audio recording services are responsible for preparing a script and/or outline (e.g., storyboard). Projects intended for use outside the institution require prior review and approval from the director, institutional communications.

C. Specific details employed to accomplish the above can be found by contacting the coordinator, multimedia development and support.

HISTORY: Last Revised 4/30/19
Adopted: 5/17/85
Reviewed: 5/15/15
Revised: 1/21/02, 6/1/05, 5/20/08, 7/10/12, 4/30/19