

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
COMMUNICATIONS UNIT  
SIP-7712**

**SUBJECT:** Requests for Media Service And Television Agreements

**REFERENCE:** None.

**ORIGINATION:** December 09, 2008.

**EFFECTIVE:** December 09, 2008.

**REVIEWED:** August 31, 2010.

**SECTION 1. PURPOSE**

1.1 To establish and communicate procedures to request media services.

**SECTION 2. SCOPE AND APPLICABILITY**

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

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. PROCEDURE**

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

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 None.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

7.1 The following requirements must be satisfied in order to utilize the College's local access cable channel.

7.1.1 Individuals must request use of channel from television personnel; this may be done verbally or in writing.

7.1.2 Requests must be made a minimum of two weeks prior to requested air time.

7.1.3 All pertinent information regarding the program to be aired must be submitted to Instructional

Television staff at the time the request is made.

- 7.2 Fees to be assessed will be determined at the time the request is made according to the current rate schedule.
- 7.3 The Program Coordinator Sr. For Media/Television Services or his/her designee reserves the right to refuse or deny the programs to be aired.
- 7.4 Denial of programs to be aired can be appealed to Technology Committee for consideration.
- 7.5 Dubbing Programs
  - 7.5.1 Any individual requesting a dub must submit the request on the proper form.
  - 7.5.2 Requests must be made a minimum of one week before the tape is made.
- 7.6 Copyrighted material will not be reproduced without permission from the copyrighted.
- 7.7 Faculty must request play backs at least two days in advance from the library.
- 7.8 Consulting Services will be provided upon request.

## **SECTION 8. CANCELLATION**

- 8.1 None.

## **SECTION 9. REVIEW STATEMENT**

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

**Attachments:** None.

**Distribution:** All employees of Southern West Virginia Community and Technical College via [www.intranet.southernwv.edu](http://www.intranet.southernwv.edu)

**Revision Notes:** December 2008 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined. The policy SCP-\_\_7712\_\_ was rescinded by the Board of Governors to become a unit procedure on December 09, 2008.