

Media Services

Purpose

The following policies and guidelines have been developed to provide quality and efficient service to the users of audiovisual and other forms of media.

Scope

This policy applies to all faculty, staff, and students.

Policy

DSCC Media Services is responsible for producing media for Dyersburg State Community College. Media Services provides audio and video resources for presentations and for distribution of that media via physical media, online, or other electronic means. Videos will not be posted online until the media are edited, finalized, and approved. If physical media are required, an additional 72 hours may be required to publish and deliver the media in the requested format.

All requests for audio or video production must be submitted using the **IT – Multimedia** form in IssueTrak. Upon receiving the request, the Multimedia Specialist and requester will collaborate on the resources needed for the production, including the agenda or schedule (sometimes referred to as a “run of show”).

The priorities for productions are based upon pending projects and available resources.

Media Services will provide recording services for special events at DSCC when requested in advance. Requests for DSCC events should be submitted using the DSCC Event Planning Form. Upon receiving notification of these events, the Multimedia Specialist will work with the contact person for the event to collaborate on the resources needed.

Media Services operates and maintains Digital Signage at our college locations which may include DSCC announcements, calendar of events, videos, local weather, and news updates. Only DSCC-related announcements will be displayed on digital signage unless approved by the College President.

Media Services will provide support for Academic lecture recording utilizing Zoom. The Multimedia Specialist will download the recorded lecture video from the Zoom platform, perform any necessary editing and conversions, upload to the Vimeo platform and send an embed link to the instructor for inclusion in their DSCC eLearn course.

Compliance

All faculty, staff, and students must comply with this policy. Persons in violation of this policy are subject to a range of actions determined and enforced by DSCC, including disciplinary actions.

Definitions

N/A

Revision History

Policy approved by Administrative Council on 09/19/2014.

Policy revised and approved by Administrative Council on 10/24/2024

Older policy reference #: 08:04:06. Last revision was: November 1, 1993.