



PROCEDURE

Production of Audio/Video Media Materials

Procedure Administrator: Chief Information Officer

Authority: N.J.S.A 18A: 64-8

Effective Date: March 21, 1978; February 10, 2011; April 27, 2020

Index Cross-References:

Procedure File Number: 4117

Approved By: Dr. Harvey Kesselman, President

Information Technology Services personnel under the direction of the Director of Production Services and/or the Chief Information Officer are responsible for providing production services to support the University. The project must support the curricular or administrative goals of the University.

Audio and/or video media materials produced by staff using University facilities are the property of the University and will be included in the collection of the University if appropriate. The University, at the discretion of the Director of Production Services and/or the Chief Information Officer, may support production requested by Stockton community members undertaken for the benefit of the University. Verification that the project has been preapproved by the appropriate Dean or Divisional Executive may be requested. Prior consultation and written approval from the Director of Production Services and/or the Chief Information Officer is necessary for any such project and the final product becomes part of the University's collection.

Production facilities, equipment, materials, and products created are not for personal use. Production of audio and/or video media materials for entities within the University is not guaranteed, and production of such materials is subject to the discretion of the Director of Production Services and/or Chief Information Officer.

External organizations may request available services, however priority is given to the curriculum and promotional needs of the University. Support for external organizations requires prior written approval from the Director of Production Services and/or Chief Information Officer. All requests for services are subject to the discretion of the Director of Production Services and/or Chief Information Officer. If approved, Production Services will respond to requests with a schedule of charges, estimated total cost, and approximate completion date.

Review History:

	Date
Procedure Administrator	2/5/2020
Divisional Executive	2/5/2020
General Counsel	3/25/2020
Cabinet	4/23/2020
President	4/27/2020