

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

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