

Instructional Media Services Policies & Guidelines for Requests for Media Services

Purpose

The purpose of this policy is to provide a clear explanation of the guidelines for audiovisual duplication, media conversion, video editing, and printing services offered by Instructional Media Services to USC Upstate students, faculty, and staff. Any questions regarding this policy should be directed to the Director of Instructional Media Services at 503-5569.

This policy establishes regulations for the media services offered by Instructional Media Services to USC Upstate students, faculty, and staff in accord with the University's missions, goals, and policies.

While media services are provided primarily to fulfill the educational mission of the University, Instructional Media Services processes personal requests for audiovisual duplication, media conversion, video editing, and printing services for USC Upstate students, faculty, and staff.

Academic Requests for Media Services

Instructional Media Services offers audiovisual duplication, media conversion, video editing, and printing services for the academic support of USC Upstate students, faculty, and staff. Each service rendered will require a consultation during which copyright information will be clarified. See "**Copyright Restrictions**," below.

There are no charges to students, faculty, or staff for use of Instructional Media Services equipment or services for *university-related activities*. There *are* "materials" charges for production supplies, presentation graphics, printing, purchase of audio and video tapes, CD's and DVD's. Students will be required to pay materials charges and faculty and staff should provide departmental account numbers for charge-back of materials.

Requests are *normally* completed in three days or less, but since services are rendered on a first come, first served basis, please allow sufficient time for us to properly complete requests. **Note:** Requests for these services *may* take longer to complete during peak times of the semester or during staffing shortages.

Personal Requests for Media Services

As a service to the USC Upstate community, Instructional Media Services processes personal requests for audiovisual duplication, media conversion, video editing, and printing services for USC Upstate students, faculty, and staff. Each service rendered will require a consultation during which copyright information will be clarified. See “**Copyright Restrictions,**” below. **Note:** Personal requests for media services will have a lower priority than academic requests and will only be completed *after* academic support requests. Personal requests are limited to **one copy**. Instructional Media Services reserves the right to deny personal requests on a case-by-case basis.

There are charges to students, faculty, or staff for media services rendered for personal requests. In addition to "materials" charges for production supplies, presentation graphics, printing, purchase of audio and video tapes, CD's and DVD's, requestors will be charged for “production time.” See “**Fees for Personal Media Services**” below.

Video Editing Requests

Instructional Media Services offers video editing *for a charge* to students, faculty, and staff for **personal requests**; there is no charge for academic video editing requests. Video editing generally includes capturing video shot by the requestor, editing video clips based on requestor input, adding titles and transitions, creating menus and chapters (for DVD's only), if requested, and exporting the edited master copy to DVD or VHS. Supported video formats are limited to VHS (NTSC, PAL, SECAM), Hi8, Digital 8mm, Mini-DV, and DVD. Again, personal requests are limited to one master copy and any additional copies will be charged separately. See “**Fees for Personal Media Services**” below.

Printing Requests

Instructional Media Services offers printing services *for a charge* to students, faculty, and staff for **personal requests**; there is no charge for *staff time* for academic printing requests. Instructional Media Services offers photo-quality printing and large-format printing. Photo printing is charged on a *per sheet* basis (8.5” x 11”) and the cost for large-format printing is calculated using the dimensions of the print; the maximum size for roll paper printing is 24” x 40”. Poster board printing is limited to a maximum size of 24” x 30”. See “**Fees for Personal Media Services**” below.

Copyright Restrictions

The staff of Instructional Media Services must comply with the guidelines outlined in the copyright laws for both academic institutions and individuals. Instructional Media Services will not knowingly violate copyright standards. Below are the guidelines we follow when considering requests for media duplication, video editing, or printing:

- Media that have a copyright symbol on the media, the label, the box, or in the credits cannot be copied.
- Duplication is permitted for any copyright protected media that is accompanied by written permission from the copyright holder(s).
- Duplication of media that *you* have produced is permitted. This includes home movies, personal camcorder videotapes, audiotapes, or any media for which you are effectively the copyright holder.
- It is illegal for us to duplicate only a part of a copyright protected production, or to edit or manipulate it.
- It is illegal for us to duplicate any film, video, TV show, or off-air or off-satellite recording whether recorded at home, purchased, rented, or held in a library collection without written permission.
- It is illegal for us to duplicate non-commercial video for which the requestor is not the producer or copyright holder. These may be demonstration tapes, corporate videos, music videos, etc.
- It is illegal for us to duplicate, scan, or edit any professional photograph without written permission from the photographer or studio. This includes professional personal photographs that have been purchased by the requestor.

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Fees for Personal Media Services

Duplication/Transfer Service	Staff Time (Set-Up)	Media Cost (Only if IMS Media Used)
Media Card to CD	\$5.00/Hr.	50 Cents
CD to CD	\$5.00/Hr.	50 Cents
Cassette to CD	\$5.00/Hr.	50 Cents
DVD to DVD	\$5.00/Hr.	\$2.00
VHS to VHS	\$5.00/Hr.	\$3.00
VHS to DVD	\$5.00/Hr.	\$2.00
Video Editing	Staff Time (Hourly)	Media Cost (Only if IMS Media Used)
Master to DVD	\$20.00/Hr.	\$2.00
Master to VHS	\$20.00/Hr.	\$3.00
Please Note: Academic Requests for the following will only be charged for materials.		
Large-Format Printing	Staff Time (Set-Up)	Paper Cost
Premium Photo Paper	\$15.00/Hr.	\$2.00 Sq. Ft.
Enhanced Matte Paper	\$15.00/Hr.	\$2.00 Sq. Ft.
Enhanced Matte Poster board	\$15.00/Hr.	\$12.00/Posterboard
Canvas	\$15.00/Hr.	\$5.00 Sq. Ft.
Semi-Gloss Photo Paper (8.5x11)	\$10.00/Hr.	\$2.00/Sheet
Lamination	Staff Time	Cost
Pouch Laminator (Badges)	N/C	\$1.00/Badge
Pouch Laminator (8.5 x 11)	N/C	50 Cents/Pouch
Small Laminator	N/C	30 Cents/Ft.
Large Laminator	N/C	50 Cents/Ft.
Signs (Made on PosterPrinter)	Staff Time (Set-Up)	Cost
Directional/Informational Signs	\$5.00/Hr.	\$5.00/Each (Includes Lamination)
NOTE: Staff Time charges are a half-hour minimum.		