

Studio 96 Policy

Goals

Studio 96 will provide educational video services to the University community. It will give the highest priority to programming that will serve the broadest audience and the academic goals of the faculty and administration. The studio will provide education and training in the use of video technologies to the students, faculty and staff.

Practices

To achieve the goals of Studio 96 and to provide equal access, the following standard practices are adopted:

1. Academic classes scheduled in the studio facilities will take precedence in scheduling.
2. The studio director will coordinate and supervise all facility scheduling and equipment usage.
3. The academic goals of the University will be prioritized in distributing content to the public.

When available, Studio 96 will assist with fulfilling requests for audio and video recording of campus events. For consideration, requests must be received at least two weeks prior to the event. Direct costs of programming will be considered to be costs for material or labor that result from the production or broadcasting of a specific program. These costs might include, but are not limited to, expenses for the construction of sets, consumable resources of the studio, and labor of production personnel.

Studio 96 will make every effort to protect intellectual property rights. ***It will be the responsibility of those requesting services to secure appropriate rights to programs and content.*** Appropriate documentation will be required before issuing copyrighted materials.

The University reserves the right to restrict or refuse service from or access to Studio 96 facilities to any group or individual.

Studio 96 will provide priority access to the Office of Student Life for announcements of general interest. Studio 96 will forward all requests for announcements to the Office of Student Life to avoid duplication and ensure efficient communication on campus.

Production Facilities

Classes scheduled to teach production and photography techniques will take priority in scheduling studio facilities.

It is not considered the mission of Studio 96 to assist faculty, staff, or students in recording, editing, or otherwise processing materials that are of a personal nature or limited to small group's interests.

Studio 96 can provide a variety of educational and entertainment media production facilities. Possible applications include:

Off-Air Recording Policy

These guidelines were prepared by a negotiating committee of 19 educational users and copyright proprietors on the application of "fair use" provisions of the copyright law to the recording, retention, and use of television programs in classrooms. They were published in the October 14, 1981 Congressional Record, pp. E4750-4752.

The guidelines were developed to apply only to off-air recording by non-profit educational institutions. (They DO NOT apply to non-broadcast programs available from cable or satellite television services, such as ESPN, HBO, C-Span, etc.)

A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a non-profit educational institution for a period not to exceed the first forty-five consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.

Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the home of students receiving formalized home instruction during the first ten consecutive school days in the forty-five day calendar day retention period. "School days" are school session days - not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions - within the forty-five calendar day retention period.

Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

A limited number of copies may be reproduced from each off-air recording to meet legitimate needs of teachers under these guidelines. Each such copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the forty-five calendar day retention period only for teacher evaluation purposes and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

Studio 96	Schedule of Fees	Fall 2021
Video Service	Details	Fee
Filming Events on campus	1 Camera shot, no editing, digital deliverable (no captions)	\$50.00/hour
Filming Events on campus	Multi-Camera shot, no editing, digital deliverable (no captions)	\$75.00/hour
Filming Events off campus	1 Camera shot, no editing, digital deliverable (no captions)	\$100.00/hour
Filming Events off campus	Multi Camera shot, no editing, digital deliverable (no captions)	\$125.00/hour
Editing footage from Events	Basic editing (cuts, fade in/out, audio balance)	\$50.00/hour
Livestream an event on campus	1 Camera Shot live (Location must have internet access) *requires 2 weeks advance notice.	\$50.00/hour
Audio recordings and editing	Audio recording in studio, with editing, digital deliverable	\$60.00/hour
Full Production Project	Preproduction Planning, filming, editing for short commercials, PSA, etc.	\$500.00/finished minute
Use of Studio 96 spaces	Studio Set, Sound Booth, Control Room, Green Screen, or Photogrpahy Wall	\$50.00/hour
Student Worker Labor		\$15.00/hour
Photography Services	Details	Fee
Head Shots	6 edited digital files	\$35.00/30 minutes
Group Shots	6 edited digital files	\$45.00/30 minutes
Photo Shoot in Studio	20 edited digital files	\$75.00/30 minutes
Photo Shoot on campus	20 edited digital files	\$75.00/30 minutes
Event	20 edited digital files	\$100.00/30 minutes
Student Worker Labor		\$15.00/hour
	<i>* All Studio 96 work unless otherwise specified is performed by trained student employees under the supervision of IMC faculty/Staff professionals.</i>	
	<i>* Studio 96 does not provide services off campus.</i>	
	<i>* All production services must be booked at least one week in advance and are subject to staff availability.</i>	