

ITHACA COLLEGE TELEVISION  
HANDBOOK



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## **I. Ithaca College Television (ICTV) Statement of Purpose**

One of ICTV's aims is to provide the 26,000 cable-subscribing households of Tompkins County, NY with noncommercial information and entertainment programming. This public includes residents of Ithaca, Trumansburg, Lansing, Danby, Newfield, Groton, Dryden, Caroline, Candor and Brooktondale, and the students of Cornell University and Ithaca College.

ICTV's main aim is to provide an opportunity for all Ithaca College students, particularly those in the Park School of Communications, to participate in television production and channel operation, to produce programming that fosters ideas and creative expression, and to promote a safe, inclusive learning environment for all individuals.

ICTV is funded and supervised through the Park School of Communications. As a co-curricular activity, ICTV strives to develop creative and leadership skills in its participants and to provide materials for student portfolios. ICTV is a powerful means for Park School students to expand their skills and knowledge outside of the classroom. ICTV aims for quality in both its product and the learning experience it offers.

Organizational values include:

- Sharing of both knowledge and time
- Growth of the individual and the organization
- Service to the community, the organization, and each other
- Respect, Persistence, Risk Taking, and Responsibility

## **II. Governance**

ICTV is governed by:

- Its own policies, as explained in this handbook
- The policies of the [Park School of Communications](#), and [Ithaca College](#)
- [New York State](#) and [federal laws](#) pertaining to educational access cable

ICTV is funded through the Dean's Office of the Park School of Communications. The Manager of TV and Radio Operations is the full-time general manager for ICTV and reports directly to the Dean of the Park School of Communications. The Manager of TV and Radio Operations and the Studio Manager act as resources of professional knowledge for all of those involved in ICTV and are responsible for the overall operation of ICTV.

The Manager of TV and Radio Operations and the Studio Manager employ a student executive staff to help administer ICTV's large staff. The ICTV Executive Staff is comprised of a:

- Station Manager
- Director of Programming
- Director of Development
- Director of Technical Operations
- Associate Director of Technical Operations
- Digital Media Manager
- Director of Web Development
- Director of On-Air Promotions
- Director of Publicity
- Master Control Supervisor
- News Director
- Sports Director
- Entertainment Director

Executive Staff positions are selected by application to the Manager of TV and Radio Operations and the Studio Manager the semester prior to their term of service. To assist in the selection, the current Executive Staff members may provide feedback to the Manager of TV and Radio Operations and the Studio Manager to help in the decision. In some cases interviews may be conducted. More information regarding the ICTV Executive Staff can be found at [www.ictv.org/about/executive-staff](http://www.ictv.org/about/executive-staff).

Producers who head the productions of each ICTV show report directly to the leaders of their respective departments: News Director (News Shows), Sports Director (Sports Shows), Entertainment Director (Entertainment Shows), and Director of Development (Scripted Shows). All producers of ICTV Podcasts should report directly to the Director of Web Development. Producers must submit applications and show proposals each semester. Similarly to Executive Staff applications, these applications must be submitted the semester prior to the term of service.

ICTV is classified as Student Media Organization of the Park School of Communications, along with its sister broadcast radio stations 92WICB-FM and VIC Radio, the Ithacan newspaper, Park Productions, and The Studio.

### **III. Participation**

Participation is open to all Ithaca College students.

- ICTV volunteers must be enrolled as undergraduate or graduate students of Ithaca College. Ithaca College staff and faculty, community experts, performers and members of Cornell's meteorology program may also be invited to participate.
- A volunteer must be in good judicial and academic standing.
- Executive Staff and producers must have the background to fulfill their responsibilities, including at least one semester of active ICTV participation.

**ICTV is committed to diversity in the workplace. Producers and staff are approved for participations based solely on their ability to contribute to the organization and their willingness to learn.**

Throughout its history, participating students in ICTV have received neither academic credit nor pay (Master Control Operators receive an hourly wage as it is a skilled job, and the Executive Staff is paid exclusively for their meeting times). Professional experience, creativity of expression, and working as a team are the major attractions for participation.

Volunteers apply directly to the producer(s) of specific shows. Every semester, ICTV hosts a Recruitment Night during which producers set up tables for prospective volunteers to learn more about the shows and to apply. Producers are in charge of determining crews, reporters, and actors prior to the start of the production season, but new volunteers are welcome at any time if there is space available. Those interested in getting involved with ICTV mid-semester should contact the Station Manager. Producers reserve the right to determine who will and will not work on their production. Failure to show up or adequately fulfill one's duties gives the producers the right to seek replacements of volunteers. Discussion of the opportunity to improve behavior should precede any such action with the volunteer(s) in question.

All volunteers are subject to the policies in this handbook and those set by the Executive Staff.

Participation in Student Media activities is a privilege, not a right. The Manager of TV and Radio Operations alone has the right to remove students from part or all of their ICTV duties. Reasons for such an action may include, but are not limited to:

- Failure to fulfill the duties of a given position
- Violation of [Ithaca College policy](#)
- Unauthorized possession or improper handling of college equipment
- Behavior on ICTV business in the Park School or in the field that is disruptive, unbecoming and/or causes the viewer, ICTV, or Ithaca College embarrassment
- Misuse of funds
- Violations of ICTV policy

#### **IV. Freedom of Expression**

ICTV strives to establish and maintain professional standards appropriate to a college student organization in program production and content, and suitable to an educational access channel general audience. Producers are expected to ensure that the program content remains within the generally accepted bounds of good taste and fair play. If students are uncertain how to deal with program content or treatment, discussion with the Station Manager and Director of Programming is suggested.

All content set to air, with the exception of live shows, will be previewed by either the Station Manager, Director of Programming, or the Manager of TV and Radio Operations. Any of these three people reserve the right to bar programs from airing. Such decisions may be made for reasons including, but not limited to:

- The inclusion of content with obscene or indecent material - that which is patently offensive when applying contemporary community standards for family viewing. While ICTV's broadcast's from the 10:00 PM to 11:00 PM hour do fall under the "safe harbor" rule, all ICTV content must be appropriate for public broadcast at any time of day.
- The inclusion of content with obscene or indecent speech. "Bleeping" out objectionable language in post-production is not allowed for controlled production material. It is unprofessional and would not be found in professional productions that broadcast in a forum such as ours.
- The inclusion of defamatory content - a malicious falsehood intended to ridicule or degrade persons.
- The inclusion of copyrighted material that does not qualify as [fair use](#).
- The violation of any [New York State](#) and [federal laws](#) pertaining to educational access cable.
- The clear violation of policies in the acquisition of content.
- The inclusion of content that misrepresents Ithaca College. Criticism is always allowed. It must be done fairly, tastefully and accurately.
- Content that fails to meet the standard of quality programming that ICTV hopes to foster.
- Failure to meet deadlines as written on show's signed production contract.
- Failure to return ICTV Checkout Center equipment in a timely manner.
- The clear violation of Copyright regulations (please see below).

While some of these rules may seem vague, producers are expected to use common sense and good judgment in deciding what is appropriate or inappropriate for airing on their productions. Producers of live shows are expected to bring violations committed on their live productions to the attention of the Director of Programming and / or Station Manager to ensure that such content does not re-air on ICTV.

ICTV represents both Ithaca College and the Park School of Communications to the worldwide public both on the local cable access channels of 16 (analog) and 97-5 (digital) and through [ICTV.org](#). While ICTV encourages the freedom of expression, producers must be aware of this relationship when considering the quality and content of their programming. ICTV is different than a traditional on campus club, in this respect.

Producers are expected to bring questions regarding show content to the Director of Programming and/or Station Manager as far in advance of the show's airing as possible. This will allow for discussion and review. Appropriate precautionary measures may be taken afterwards, if deemed necessary.

Prior permission to videotape in certain locations may be necessary. These include, but are not limited to, speakers at sponsored events, cases where an individual's privacy may be violated, on private property, some parts of Ithaca College campus property, and some municipal properties. It is the responsibility of the producers to ensure they have the rights to record at certain locations.

ICTV volunteers are to never assume that he or she has the permission to shoot at their pleasure on or off campus. Ask questions and get permission to avoid complications. The best place to start looking, when seeking permission to shoot on town or city property, is the clerk's office. If shooting off-campus and on private property, the property owner may request proof of liability insurance. To obtain this, volunteers must work with the Ithaca College Office of Risk Management. Forms and additional information on this may be obtained on their [website](#).

News and public affairs on ICTV are free of censorship and advance approval of copy, and the editors and managers are free to develop editorial policies and news coverage that are consistent with station goals and policies. ICTV follows the best professional practices in its public affairs coverage, as found in the [Radio-Television News Directors Association's Code of Ethics](#). Plagiarism of any kind is not permitted on ICTV.

### *Copyrights*

ICTV retains copyright on all programming produced for ICTV shows and thus the final piece of video on every production should state: "Ithaca College Television © (year of production) All Rights Reserved." Thus, all elements created by volunteers for ICTV programming falls under ICTV Copyright. Volunteers are free to copy ICTV programming for their personal and professional use. ICTV programming is not allowed to be uploaded publicly to video hosting sites, such as YouTube or Vimeo, or any other site. Full episodes will be featured exclusively on the ICTV website. Promos made for ICTV shows and individual show segments may be uploaded to other sites. However all content must at least be offered for use by ICTV prior to the upload of any content on websites other than ICTV.org. Any content uploaded to external websites must credit ICTV and have a clear and link back to the ICTV.org domain.

Producers and volunteers found in violation of these copyrights will be asked to correct the misuse of copyrighted content and/or may lose their privileges to participate in ICTV.

ICTV has its own YouTube Channel that is meant to be used for promotional purposes. Any items that are uploaded there must mention ICTV.org and provide the link in the description.

Time Warner, the owner of the channel ICTV broadcasts, has blanket agreements for

the access channels to use music licensed by BMI and ASCAP.

ICTV has the permission to broadcast footage obtained through CNN Newsource and ABC News One.

ICTV does not allow the broadcast of materials not copyrighted by ICTV except in the cases listed above unless the producer receives permission from the owner of the copyrighted material or the material qualifies as [fair use](#).

### *Commercial Content*

By New York State regulation, ICTV may not include commercial or promotional content on the educational access channel. Producers, reporters and interviewers should exercise care not to promote or endorse a business, such as giving a business's hours and prices. A story about a type of business should include a sampling of at least three establishments to avoid the appearance of an infomercial.

### *Fundraising*

Fundraising on cable access channels is prohibited by New York State regulation. ICTV gains permission to simulcast VIC Radio's annual 50-hour marathon for a local cause.

### *Public Service Announcements*

PSAs on ICTV should represent reasonable standards of integrity, public acceptance and appropriateness. The project should be noncommercial, nondenominational, politically nonpartisan and not designed to influence legislation. The project will not be rejected because it is in the interest of one group if the message has wide appeal, significance and local applicability.

### *Print Publicity*

Program promotion flyers should be approved by the Director of Publicity, Station Manager or Manager of TV and Radio Operations and must contain the ICTV logo. Posted flyers must include the show's [ictv.org](http://ictv.org) e-mail address. Posting should be on bulletin boards only.

### *Social Media Publicity*

Producers are allowed to pursue their own forms of social media publicity such as through Facebook and Twitter. Note that such accounts still represent Ithaca College and ICTV and that they fall under the guidelines defined in this handbook.

All social media of a show must publicly associate itself with ICTV in its name (for example, a Twitter account called [@ICTV\\_Panorama](#)) and link back to the ICTV domain,

if possible.

## V. Programming

Most programming on ICTV is student initiated and produced. ICTV program offerings include sports, news, public affairs, comedies, children shows, variety shows, quiz shows, game shows, performances and dramas. Some programs may be initiated by the Roy H. Park School of Communications or Ithaca College, such as special events or issues coverage.

The Station Manager, Director of Programming, and Digital Media Manager decide programming technical guidelines and submission methods. These may change from year to year. ICTV programs typically have a total run time of 28 minutes and 30 seconds and may include standard breaks of one minute and 30 seconds. These breaks will include station promos, various show promos, and PSAs. Specifics can be found on the ICTV [Resources](#) page.

Program proposals are made to the Manager of TV and Radio Operations and the Station Manager. The Manager of TV and Radio Operations, the Studio Manager, and the entire Executive Staff review the applications and may be accepted as is, accepted with modifications or revisions, asked to spend a semester in development, or rejected on the basis of:

- The experience and qualifications of the person who proposes to produce
- Feasibility, including technical considerations
- Uniqueness of the idea - non-duplication with other programming
- Availability of facility time and student volunteers
- Potential for good experience by the volunteers
- Programming consistency with the brand of Ithaca College Television as found below

### *ICTV Brand*

ICTV holds an identity like any other network on television. ICTV strives to build the professional experience by establishing its own identity to define “who we are” as a college television station on a local access station. ICTV aims to have something for everyone to be apart of in both opportunities such as serving on crew for a show, producing a show, working with the Executive Staff or further behind-the-scenes and on-air positions. All programming follows ‘something for everyone’ such as news, sports, comedy, drama, game shows and web-series for students to participate and the community to enjoy. ICTV takes great pride in its versatility uniting people together and forging social groups in a both a professional and educational setting.

Since ICTV has its own identity to mirror the professional world, there are guidelines that students must follow when developing their future productions or content for the

broadcast. These guidelines consist of not defaming the college, members of the community as a target audience versus solely the student body, and no encouragement of drug-use. The Internet has become a go-to medium for students and younger generations to watch content, which is why ICTV has adopted several web-series over the past couple of years. Since ICTV.org bears the college's name, broadcast regulations are enforced but not as heavily. However, the phrase "Ithaca College" and the acronym "I.C." may not be used as part of a show's title. ICTV.org shows allow students to push the boundaries of imagination, allow for shorter episode formats, target the program to a narrower audience, and should not portray the college in a poor manner.

When developing a show to be proposed for the next semester, a meeting with both the Director of Development and Director of Programming is highly encouraged before submitting the final proposal. This allows for the opportunity to find out if the program truly meets ICTV's identity. All producers are encouraged to send show proposals to their respective department leaders for review, prior to the final proposal submission.

All shows are also encouraged to have a dedication of ICTV's identity, bearing the logo and the slogan ("your choice, your channel") somewhere within the program.

### *Proposal Guidelines*

Proposal guidelines and a sample proposal are on the website under [Resources](#). Scripted and new shows, for both web and TV, will have an earlier proposal date, as specified on the website to allow for enough preproduction time.

A producer is an ICTV manager, expected to have significant experience with our organization to supervise production, activity, and content. Besides the ICTV experience of the prospective producer, criteria are:

- Potential for countrywide enjoyment or service
- Potential for student benefit through production
- Originality
- Realistic as to time and resources
- Proposal is thorough
- Non-duplication with other ICTV programming

All Proposals MUST have a cover page with current version of the station's logo. A show without a cover page will not be reviewed (Cover page available at [ictv.org/resources](#)).

Proposals should include:

About You:

- Your ICTV participation history
- What facilities/equipment you are qualified to use
- Why you want to be a producer/why you are qualified

About the Show:

- Program title and synopsis
- Rationale for the program to be an ICTV production with a countrywide

audience

- Format: A rundown of a sample program, including sample content
- Studio Lighting & Set Plan
- Describe the production in detail
- A production timetable for the semester
- Attach scripts for a narrative production

For any new show, scripted or unscripted, a meeting should be scheduled with the Director of Programming and Director of Development as soon as possible. This is to ensure the show, while still being developed, is consistent with the brand and guidelines outlined above. After submitting the proposal, a show may request, or be required to pitch the idea to the Executive Staff. The pitch should be a short presentation on the show's content and production. All shows are subject to possible further review by the Executive Staff. This is to help evaluate shows, and make sure both the content and proposed producers are capable and deserving of producing a proposed show. Proposed producers can also request further meetings, or evaluations, but the ICTV Executive Staff retains the right to limit or deny requests, insuring all of the proposed shows have an equal acceptance opportunity.

Shows may be accepted as is, accepted with modifications or revisions, asked to spend a semester in development, or rejected with the option to resubmit for the next semester. While the ICTV Executive Staff encourages a proposal to be as detailed as possible, producers should not make any commitments such as purchases, production locations, scheduled production dates, or pre-selected volunteers prior to acceptance of a proposal. In some cases, the Station Manager or the Manager of TV and Radio Operations may allocate resources to prospective producers in order to produce sample content to submit with their proposal.

Upon acceptance and approval to begin production, show producers will be contacted by the Director of Web Development to setup show email accounts through the [ictv.org](http://ictv.org) domain web address of 1and1's webmail services. All social media pages must only be connected to the show's [@ictv.org](mailto:@ictv.org) email account and all show Twitter accounts must include "ICTV" in the handle. All messages regarding show production should be sent out via the show's email account. All emails from the Executive Staff to producers will be sent to each show's respective [@ictv.org](mailto:@ictv.org) email account.

## **VI. Underwriting**

ICTV producers may request that businesses sponsor their production. Producers will fill out Sponsor Agreement forms located on the ICTV website under [Resources](#) and submit them to the Manager of TV and Radio Operations. Sponsors may provide extras such as set materials, costuming, food for crew, or other production supplies. Producers must

be clear with vendors that their business is not buying time, but providing underwriting.

Acknowledgement of a show's sponsor must be made within a show. A standard acknowledgements is, "Additional support for (Panorama) provided by (The Five and Dime)," with video of the businesses logo or a character-generated name.

Producers cannot include any calls to action in their gratis. This includes business hours, prices and deals.

### *On-Air Promotions*

ICTV is a noncommercial television station, and therefore all on-air promotions for ICTV include public service announcements, promotions for the channel, and promotions for ICTV programming. As a professional station, all on-air promotions are expected to follow the professional standards that are appropriate for a college student organization and a professional television channel. Promotions content, therefore, should follow similar standards to that of ICTV programming. Violations of the standards for on-air promotions include:

- The inclusion of copyrighted material that does not qualify as fair use
- The inclusion of content with obscene or indecent material - that which is patently offensive when applying contemporary community standard for family viewing
- The inclusion of content with obscene speech
- The inclusion of defamatory content
- The violation of any New York State and federal laws pertaining to educational access cable
- Content that fails to meet ICTV's standard of quality programming

Producers and other creators of on-air promotions for ICTV are expected to use common sense and good judgment in deciding what and what would not be appropriate for promotional content.

While the Director of On-Air Promotions is responsible for creating the majority of ICTV's on-air promotions, ICTV producers are responsible for creating video promos for their individual programs. Required video promotions include a Recruitment Night Video and two promotional videos (spaced out throughout the semester) to be aired on ICTV during commercial breaks. The scheduled submission of these two promotional videos will be clearly written in the show's production contract (as written by the Digital Media Manager).

These promotions must be created in accordance with the guidelines that the Director of On-Air Promotions sets. Detailed guidelines on how to create appropriate program

promotions can be found in a separate “Promotions Guide” that can be found in the Producer Resources section of the ICTV website.

## VII. Budget

ICTV is assigned an annual operating budget for the fiscal year (June 1st - May 31st). The Manager of TV and Radio Operations, who is responsible for approving and monitoring expenditures, allocates the budget. ICTV will adhere to the purchasing policies of Ithaca College. Purchases made by ICTV qualify as tax-exempt. Capital requests must go through the same process as the entire Roy H. Park School of Communications is subject to, and are approved once per year.

The ICTV operating budget is designed for the basic operation of ICTV. However, producers may make requests for purchases related to their production. Please note, that because there is no line item in the budget for these reimbursements, they are not handed out lightly. These requests are reviewed on a case-by-case basis. Requests that demonstrate planning and thoughtful consideration of resources are more likely to receive approval.

Approval will be made on a per-item basis by the Manager of TV and Radio Operations and is required prior to the purchasing of said items. Volunteers cannot expect reimbursement for purchases made without prior authorization. All purchases approved to receive reimbursement must be tax exempt. Tax Exempt forms are located on the ICTV website under [Resources](#).

Volunteers must save all receipts of approved purchases and submit them to the Manager of TV and Radio Operations or Technical Operations Administrative Assistant (Park 126).

It is suggested that any volunteer, who receives approved reimbursement, fills out an [Ithaca College EFT Authorization Form](#). This form will allow the college to transfer reimbursement funds directly into bank account instead of having to issue a check, thereby decreasing the time it takes to receive reimbursement.

Purchase request forms and tax-exempt forms are located on the ICTV website under [Resources](#).

Any questions should be directed to the Station Manager, the Manager of TV and Radio Operations, or the Technical Operations Administrative Assistant (Park 126).

If ICTV is unable to authorize the purchase of materials, the Manager of TV and Radio Operations, in some cases, may request additional funds from the Dean’s Office of the Park School of Communications.

The Manager of TV and Radio Operations will work with the ICTV Executive Staff in

making yearly capital budget requests so that the college budgeting process may be completed in a timely fashion.

## **VIII. Travel**

ICTV will cover travel expenses, provided the request for travel is approved **in advance**. Requests must be made to the Manager of TV and Radio Operations at least two weeks in advance to any travel. Do not expect reimbursement for any unapproved travel.

Two weeks prior to travel, students must submit a [Travel Authorization Form](#) to the Manager of TV and Radio Operations. When filling out the “Anticipated Expenses” section, take the number of miles of the trip, divide that by an average of 20 miles per gallon of gas, and then multiply by the current local price per gallon of regular grade gas. Under meals, volunteers are allotted \$15 / day (per person) and any costs for tolls and parking. Only one [Travel Authorization Form](#) should be submitted per trip by an individual actually going on the trip and for whom the reimbursement is intended.

Upon return, a [Travel Expense Report Form](#) must be filled out and submitted by the same individual who submitted the [Travel Authorization Form](#). All receipts, including detailed meal receipts, must be stapled to the [Travel Expense Report Form](#) and submitted to the Manager of TV and Radio Operations.

ICTV volunteers are subject to the Ithaca College [Travel Policy](#) while on authorized trips.

It is suggested that any volunteer that expects reimbursement fill out an [Ithaca College EFT Authorization Form](#). This form will allow the college to transfer reimbursement funds directly into bank account instead of having to issue a check, thereby decreasing the time it takes to receive reimbursement.

Students 21 years and older who want access to operate a college vehicle must first take a [Student Driver Safety Class](#) through the Office of Risk Management.

Any questions should be directed to the Station Manager, Manager of TV and Radio Operations, or the Technical Operations Administrative Assistant (Park 126).

If ICTV is unable to authorize travel, the Manager of TV and Radio Operations, in some cases, may request additional funds from the Dean’s Office of the Park School of Communications.

## **IX. Ithaca College Faculty and Technical Operations Staff**

Ithaca College professors and alumni may voluntarily advise or conduct workshops with ICTV volunteers. Producers and other volunteers are encouraged to form an advisory relationship with faculty members in order to foster professional growth and learning.

The Technical Operations staff has oversight of some aspects of ICTV's operation including:

- Equipment ICTV gains access to outside the ICTV Checkout Center and PPECS
- Scheduling of equipment and facilities
- Technical assistance with studios and broadcast operations
- General equipment troubleshooting
- The Ithaca College Remote Truck

It is important that ICTV volunteers, especially producers, forge good-working relationships with the Technical Operations staff. Staff studio technicians are in charge of facilities during the times when ICTV is most active. They are charged with maintaining order and ensuring a safe working environment. A studio show's producer, director and lighting director should meet with the studio technician at the start of the semester to go over procedures. Because ICTV projects are not graded, engineers and technicians may provide more technical assistance to ICTV productions than to academic projects.

All ICTV staff members are subject to the [rules and procedures](#) of the Technical Operations Department.

### *Workshops*

Each semester, the Director of Technical Operations, Associate Director of Technical Operations, and the rest of the ICTV Executive Staff put together various workshops for the offered software and facilities with which producers and crewmembers will be working for the semester. Producers of ICTV shows are expected to attend workshops and/or send crewmembers to gain a further understanding of their positions. All members are allowed to attend and will be informed of the workshops over the ICTV List Serve and social media. In addition to Executive Staff workshops, all ICTV volunteers must attend a mandatory studio-training course, prior to the station's first night of air (for both fall and spring semesters), conducted and organized by the Studio Manager. Volunteers who fail to attend a course session will be restricted from operating all studio equipment during ICTV operation hours and must promptly contact the Station Manager via email. The Station Manager will work with the Studio Manager to schedule additional mandatory studio-training sessions, if necessary.

### **X. ICTV Facilities**

ICTV has control of specific facilities within the Park School of Communications. ICTV's resources are subject to rules in addition to those outlined by the Technical Operations

Department.

The Newsroom, the Green Room, the Tape Library, the ICTV Checkout Center, and the Scene Shop are all rooms that ICTV uses constantly. While eating and drinking are allowed in these rooms, all ICTV volunteers are expected to clean up after themselves in order to maintain a clean working environment for others. Different workflows for productions may require different wiring setups for editors. Volunteers are asked, if they change the setups for editors, to return them to their normal wiring; this includes computer speakers.

Additional Park facility access requests for shows must be made to the Executive Staff and the Manager of TV and Radio Operations who will channel it to the Park Facilities & Equipment Manager. This is typically done the semester prior to the show's production, but can be updated throughout the semester if needed. Special one-time requests may also be made.

#### *Newsroom / Workroom (Park 124)*

The Newsroom houses mailboxes for executive staff members and for each individual production. The primary function of this room is for the News Director to have an area for news reporters and editors to meet, prepare, and review newscasts. It is equipped with PCs connected to the ENPS server with Photoshop CS5 installed. It is also equipped with one iMac with Adobe CC 2014 installed.

Other shows may request times to use the Newsroom as a meeting room. Such requests must be made with the News Director, Director of Programming, and Station Manager.

The Newsroom may additionally serve as a broadcast room. A JVC GY-DV5100 in the room provides the "Newsroom" feed to both broadcast studios. Volunteers are expected to remain quiet in the room while the feed is live.

#### *Green Room (Park 151)*

The Green Room is a collaborative room used by all ICTV shows. It is equipped with three Mac Editors with Adobe CC 2014 installed and two PCs connected to the ENPS server.

While this room is open to all producers to utilize, it is specifically allocated to studio shows working on preproduction on the night of their show. Producers looking to use the Green Room on such a night are expected to coordinate with the producers who currently have the room.

The first Mac computer on the left as you enter the room is designated as our ICTV

Archives computer. The operation of this computer is only permitted to the ICTV Chief Archivist and Digital Media Manager.

Volunteers looking to submit shows must submit all content to the Lord of the Files Hard Drive. While the hard drive must remain in the Green Room at all times during the semester, it may only be properly ejected and mounted to any one of the three Mac computers within the Green Room by a member of the Executive Staff. If the Mac computer, to which the drive is connect, is in use (and all other Mac computers are currently in use) then said volunteers must temporarily relinquish use on the computer until all submission files have been transferred successfully.

Volunteers should shut down all decks, monitors, speakers, and lights when not in use. All computers should be left on. All users of ICTV facilities are expected to leave them in a presentable condition following use. In other words, please clean up after yourself.

#### *Tape Library (Park 152)*

The Tape Library is located in the back of the Green Room and houses ICTV's Archives. Only members of the Executive Staff and the ICTV Chief Archivist have access to and are allowed to be present in this room. The Digital Media Manager and ICTV Chief Archivist maintain this room.

It is expected volunteers will not alter the organization of this room without permission from either the Digital Media Manager or the ICTV Chief Archivist.

Students wishing to obtain digital copies of programming for their personal or professional use should make email requests to the Digital Media Manager.

#### *ICTV Checkout Center (Park 138B)*

The ICTV Checkout Center is located in Park 138B (Control Room in Studio C). This space is intended for producers to make reservations, checkout, and return equipment during building hours. Producers are held responsible for the condition and the timeliness of all equipment to not jeopardize other productions. All reservations, checkouts, and returns must be completed during Checkout Center hours of operations with a present operator. Reservations cannot be placed online or through email. Before any equipment is checked out/reserved, the Checkout Center operator will assign the ICTV Show as the Patron and the producer/reporter/photog/show volunteer as the Accompanying Patron. Equipment may only be checked out to and reserved for volunteers in possession of an ICTV Show Park Card. Upon checkout, the Accompanying Patron must initial and sign the ICTV Checkout Center form in order to depart with the equipment. Show Park Cards will be distributed to producers, at the start of the semester, by the Director of Technical Operations and the Associate Director of Technical Operations.

If a producer or crewmember breaks equipment, it must be immediately brought to the attention of the Station Manager, Director of Technical Operations, and Associate Director of Technical Operations. If the resource cannot be fixed in the repair shop, the responsible producer or crewmember is expected to pay for the damages.

Resources in the ICTV Checkout Center are limited, and some productions may have to rent from PPECS, given the circumstances. ICTV is a co-curricular activity and academics take priority. Any equipment checked out from the Park Portable Equipment Checkout Service (PPECS) is expected to be returned in the condition it was checked out and arrive on time. If a show does not return equipment on time and jeopardizes another student's reservation, a meeting with the Station Manager and the Manager of TV and Radio Operations will be called upon. The Director of Technical Operations and Associate Director of Technical Operations will work directly with show producers to ensure that all shows are technically prepared with appropriate production equipment from the ICTV Checkout Center and PPECS (if necessary).

### *Scene Shop (Park 153)*

Both ICTV and classes within the Park School of Communications use the Scene Shop. However, with production occurring almost everyday, ICTV is the Scene Shop's primary user.

Volunteers are expected to police themselves in putting back materials neatly and where they found them. Materials stored in the Scene Shop are for all to use. Understand that materials created for ICTV shows are sometimes used by classes and other projects. If ICTV materials are found damaged, please report the damage to a member of the Executive Staff or the Manager of TV and Radio Operations. The more quickly damage is reported, the faster it can be fixed/replaced.

Producers may request a locker at the back of the scene shop in which producers may lock materials. Such requests should be made to the Station Manager.

### *Printing*

Printing is available on all of the computers in the Newsroom and the two computers on the right side of the Green Room. These printers are to be used for ICTV productions only. Class materials and personal prints must be done in a campus computer lab or in the library. ICTV purchases its own supply of paper and ink, both of which become very expensive as the year progresses. All ICTV volunteers are not allowed to print class materials from these printers (including the Executive Staff members). If a volunteer is found to be utilizing these printers in an inappropriate fashion, said individual may lose printing privileges.

If productions require many copies of the same sheets, they are asked to use the copier located in PPECS for 20 copies or fewer. Larger jobs should go to the Center for Print Production. Turnaround time is usually two days. See the Manager of TV and Radio Operations or the Technical Operations Administrative Assistant before ordering copy jobs.

#### *ENPS Access*

ENPS logins are required for all PCs located in the Newsroom, Green Room, and producer stations within both broadcast studios. In order to get a login for these computers, volunteers must send their full name and Ithaca College User I.D. to the Station Manager. At the start of a semester, all show producers will gain access to ENPS with the title of “Producer.” To successfully log in to any ENPS computer, volunteers must enter their Netpass Username and Password. For network security purposes, volunteers may not share their login information with others. When finished using an ENPS computer, it is suggested that volunteers log off of their account in order to maintain network security. Any issues with ENPS computers should be reported to the Station Manager.

#### *Card Swipe Access*

Access to the Newsroom and Green Room is granted only to ICTV Producers and Executive Staff members. Access to the Tape Library is granted only to Executive Staff members and the ICTV Chief Archivist. Other ICTV volunteers may request special access to these rooms from the Station Manager. Special access may or may not be granted.

### **XI. ICTV Equipment**

ICTV has control of specific equipment within the Park School of Communications. ICTV's resources are subject to rules in addition to those outlined by the Technical Operations Department.

Additional Park equipment access (via PPECS) requests for shows must be made to the Executive Staff and the Manager of TV and Radio Operations who will channel it to the Park Facilities & Equipment Manager. This is typically done the semester prior to the show's production, but can be updated throughout the semester if needed. Special one-time requests may also be made. All requests should be sent via email to the Executive Staff at [ICTV@ithaca.edu](mailto:ICTV@ithaca.edu).

At the start of every semester, Producers will meet with the Director of Technical Operations and Associate Director of Technical Operations to determine what ICTV Checkout Center equipment is needed for the show's production. A complete list of ICTV

Checkout Center equipment can be found at [www.ictv.org/resources](http://www.ictv.org/resources) under Station Resources. Producers are encouraged to contact the ICTV Director of Web Development with questions or concerns regarding equipment webpage updates.