

Policies for Westminster Media Server Usage

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This document details information and policies for network storage of college digital media (photos, video, audio, etc.). Many departments collect digital source media for use in print and on the web; by agreeing to follow a set of best practices, we can readily organize and share files.

1. Copyright and Usage Permission

Before digital media can be used, the college must have documented permission to do so from the persons featured in the media. The person collecting the media is responsible for getting a signed permission form from the subjects and maintaining the hardcopy records within the department.

2. Media Server Access

- Individual faculty and staff may contact the IT department to request access.
- Supervisors may request workstudy account access to the media server.
- Due to hardware and resource limitations, students may not access the server.

3. File Storage

1. All source files will be stored only on the media server.
2. Media will be organized in folders by year, target document or department, then event or topic
3. As a best practice, users will:
 - a. Never edit source files (make a copy and work off of it instead)
 - b. Never delete source files
4. Media in previous years' folders will be "locked" for read-only access (this saves enormous backup time and prevents unintentional file deletion)

<p>Example: a staff member takes photos of students on campus, intending to use them on the web. After getting signed permission forms to use them on the website, she uploads the files to M:\2006\web\ into a new folder called "career fair." Other staff can now browse and use the files as needed, taking care not to delete or edit the source files.</p>
