



## Ohio Administrative Code

### Rule 3342-5-11.1 Administrative policy regarding videotapes, films, and slide presentations.

Effective: March 1, 2015

---

(A) Policy. All videos, films and slide presentations that are developed primarily for external public relations purposes and are presented as a production of Kent state university must be reviewed by the university video/slide review committee. It is not the intent of this rule to include those videos, films and slide presentations whose primary purpose is related to instruction, research or scholarship, or the professional activities of faculty, students and staff of Kent state university.

(B) Policy. All videos, films and slide presentations that are developed primarily for external public relations purposes and are presented as a production of Kent state university must be reviewed by the university video/slide review committee. It is not the intent of this rule to include those videos, films and slide presentations whose primary purpose is related to instruction, research or scholarship, or the professional activities of faculty, students and staff of Kent state university.

(1) Writing and general format consistent with overall university quality;

(2) Taping and editing consistent with overall university quality;

(3) Duplication in editorial content or audience distribution;

(4) Factual information.

(C) University videotapes, films and slide presentations covered by this rule will include presentations paid for in part or wholly by university funds, including general fees such as student activity fees, and monies received by the university or the Kent State University foundation from federal, state, local, or private grants.

(D) This rule will also apply to making duplicate copies of any materials subject to this rule, unless excluded by paragraph (E)(1) of this rule.



(E) Examples of materials not to be processed through the university video/slide review committee include:

(1) Reproductions (dubs) of videotapes previously approved by the university video/slide review committee;

(2) Internal TV-2 productions;

(3) Classwork assigned to students (unless to be distributed outside the university);

(4) Video/slide/film presentations produced for instructional use in the classroom;

(5) Video/slide/film presentations produced for research or scholarly purposes or for professional presentations;

(6) Tapes produced by teleproductions for channels 45/49;

(7) Video/slide/film presentations to be used for in-service training of university personnel;

(8) Coverage of university-organized news conferences and news events.

(F) Videos, films and slide presentations subject to this rule not reviewed by the university video/slide review committee are subject to immediate cancellation. If produced without review, they become the responsibility of the person originating the video, film or slide presentation, including financial obligation.

(G) In the event of differences between the originating department and the university video/slide review committee regarding acceptability, the vice president for institutional advancement will recommend a final decision to the major budget officer of the division originating the request.