

Policy Procedure: Digital Media System

Procedure Number: 515P

Contact Information:

Forms:

Last Reviewed Date: 10/04/2017

1. Review and Approval of Content
 - a. The campus NOVA Digital Media Content Manager manages the review, approval and posting of campus-specific content, the office of Marketing and Communications manages the review, approval and posting of college-wide content.
 - b. Content must be submitted to these offices electronically for review and approval. It is the responsibility of the person submitting content to provide accurate information. The campus NOVA Digital Media Content Managers do not write the content.
 - c. The campus NOVA Digital Media Content Managers and the Office of Marketing and Communications reserve the right to edit messages for spelling, grammar, structure, brevity and style.
 - d. The campus NOVA Digital Media Content Manager may choose from a list of approved broadcast channels to display in the streaming window.
2. Emergency Notifications
 - a. In the event of an emergency, all the digital signage monitors on a specific campus are controlled by the Provost Staff Emergency Notification Group for the immediate posting of emergency messages on that campus.
 - b. In the event of a College-wide emergency, the College-Wide Emergency Notification Group coordinates and posts the emergency messages.
3. Support
 - a. Campus IT managers and their staff are responsible for supporting the NOVA Digital Media signage system.
 - b. Staff from Information Technology Support Services and Enterprise Applications Services are responsible for maintaining the system's back-end.
4. Hours of Operation
 - a. The screens are automatically turned on at 6:30 am and off at 11 pm Monday through Saturday. The campus IT managers are responsible for keeping the inventories for the monitors on their campuses.