



Editing Policies

At Texas Student Television, we offer volunteers a means of editing for their TV shows. Ranging from News, Sports, and Entertainment packages to editing an entire taped show can be achieved with the use of our editing facilities.

A. By using our editing facilities, you verify that you are a volunteer of TSTV, have taken the necessary editing classes, and are producing programming for TSTV.

- 1) In order to use our editing facilities, you must have taken Editing I and/or Editing II.
- 2) Editing facilities will only be used to edit content for TSTV shows. No other outside projects can be editing our computers.

B. You will sign in when you want to use our facilities and will also sign out when you are finished.

- 1) You must sign in before using our editing computers.
- 2) Your name, EID, the show you are involved with, and log time in & time out will be required.

C. Only use the external hard-drives. If you save any data on the main drive, it will be deleted.

- 1) The main hard-drive is not to be used for any project. This includes the Desktop. If any projects are found on the desktop, they will be deleted.
- 2) A student may bring their own external hard drive to work on their projects but are not allowed to take any of the external hard drives that belong to Texas Student Television.

D. When you are finished editing your project, please make a DV copy of it and then delete it off the server.

- 1) TV shows need hard drive space, whether they are taped or live. In order to make sure that the editing computers do not run out of room, you are to delete your projects when you have finished with them.
- 2) If you want a copy of your edited project, please make a miniDV backup of it to ensure it is not lost or deleted.

E. Hard-drives will be cleaned out every semester, so remember to make back ups of your packages and shows.

- 1) People tend to forget to delete their projects. As a result, the hard drives become full and no one can edit anything new. All hard drives will be deleted at the end of the semester.
- 2) In order to ensure that your project does not get deleted, please make a miniDV backup of it.

F. Turn off all equipment when you are finished using it.

- 1) Log-off the computer.
- 2) Turn off the DV Deck and Monitor.
- 3) Conserve energy.

G. No food or drink is allowed in the Editing Room.

- 1) A student is not allowed to eat or drink anything in the Editing Room. Failure to comply with this will result in a fine.
- 2) If a student is found with food or drink, tell them to take it out of the room and give a verbal warning. For a second violation, a fine will be issued.
- 3) If trash is found, the editing log will be checked and the last person to use the computers will be fined. To avoid this, keep the editing room clean at all times.