

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: <b>VIDEOTAPING</b>	Original Issue Date: <b>March 1999</b>	Policy #: <b>760</b>
	Supersedes: <b>March 12, 2009</b>	Effective Date: <b>September 13, 2012</b>
Committees Consulted: Educational Resource Center LAC+USC Medical Center Video Production Services	Reviewed & Approved by: College Operations College Planning	Approved by:  Provost, College of Nursing & Allied Health (Signature on File)

## **PURPOSE:**

To delineate the process for requesting videotaping

## **Definition:**

Single event videos (“point and shoot”) are videos that are complete when taping is finished and require no editing or other modification.

Video productions are videos that require detailed planning, scripting, graphics, editing, etc.

## **POLICY:**

Videotaping services are available through Video Production Services, 1744 Zonal Avenue (323) 226-6725.

Videotaping requires completion of the appropriate request form.

Video tapes are housed in the College’s Educational Resource Center Library.

Videotaping restrictions are based on:

- Legal issues related to the use of copyright materials
- Ethical issues related to confidentiality of personal and patient information, and endorsement of commercial products or services.

Sponsor contributions are:

- For the purpose of underwriting
- Not to exceed the cost of production expenses
- Not to be construed as consideration for on-air promotion or announcements.

All video tapes are the property of the College

- Remuneration from the sale of tapes will be returned to the LAC+USC Medical Center in accordance with established contracts and Medical Center procedures.

## **PROCEDURE:**

College faculty:

- Obtain the appropriate videotaping request form from the Video Production Services
- Complete the form and submit original to Video Production Services
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  - A two week lead time is recommended for single event videotaping
  - Several months lead-time is recommended for video production request.
- Obtain signed release form for all individuals being videotaped who are not employees of Los Angeles County.

Subject:

**VIDEOTAPING**

Educational Resource Center Library staff:

- Receive and process completed video
- Complete New or Revised DVDs form
- Add completed video to College video collection
- Update video catalog.

**PROCEDURE DOCUMENTATION:**

Single Event Videotaping Request form

Video Production Request form

Authorization and Consent to Interview and/or Filming form

New or Revised DVDs form

**REFERENCES:**

DHS Policy #304: Photographing of Patients and/or Facilities

Network Policy #225: Photographing Patients

**REVISION DATES:**

March 1999

August 12, 2004

March 12, 2009

September 13, 2012