

Communications and Corporate Affairs
Vanier College

821 Sainte-Croix
Montreal, QC H4L 3X9
Room F-229



Vanier College Television (VTV)
Practices and Guidelines.

Section 1 – Who we are

1.1 Mission

Vanier College Television (VTV) is a Campus Community Television outlet created and managed by Vanier Communications and Corporate Affairs. VTV's primary purpose is to produce and disseminate video content relevant to the Vanier College community. VTV distributes in-house, collaborative, and student works through its internet-based distribution network.

1.2 Objectives

- 1- To act as an important communications tool by keeping the Vanier community informed of the extensive activities, events and services within the college.
- 2- To promote Vanier College's identity to prospective students & other external audiences.
- 3- To generate interest from the mainstream media and major broadcasters.
- 4- To provide an important outlet for students to share their works.
- 5- To provide a "voice" for Vanier students, faculty and staff.

Section 2 – Our content

VTV's video content can be divided into four distinctive categories:

- 1. In-house**
- 2. Collaborations**
- 3. Independently produced-**
- 4. Features.**

2.1- In-house:

These are videos that are produced by Vanier Communications and Corporate Affairs staff for VTV. They are mandated by Vanier Communications and Corporate Affairs with a specific purpose or objective in mind, and can sometimes include collaborations.

2.2- Collaborations:

VTV collaborations allow any members of the Vanier College community to work with the VTV team to produce materials that are relevant to the community and serve to reinforce Vanier's identity. Vanier College students, faculty and staff are always welcome to propose project ideas and help in the production process regardless of their technical knowledge or understanding of video production. Vanier Communications and Corporate Affairs reserves the right to refuse a video proposal if the concept has been covered before, does not support our mission, or violates our policies. Collaborations will be chosen carefully as they require extensive work from the Vanier Communications and Corporate Affairs team. However, ideas are always welcomed and highly encouraged.

2.3 – Independently Produced:

Independently produced content refers to VTV videos that were produced outside of Vanier Communications and Corporate Affairs for the purposes of VTV. Vanier College students, staff or teachers can produce content independently with the intention of disseminating it through VTV.

Some examples:

- VTV reoccurring series
- Vanier club videos
- Vanier event coverage
- Informational videos – Announcements etc.
- Pedagogical videos
- Class presentations

All producers of VTV videos outside of Vanier Communications and Corporate Affairs are responsible for their own equipment and editing facilities. VTV is not a production facilities studio for the community at large but is rather a distribution outlet that produces in-house materials by Vanier Communications and Corporate Affairs personnel. VTV staff will do their best to assist independent collaborators in the production process. However, if an individual or group wishes to produce VTV content independently, they will be expected to supply their own equipment. Finally, any videos produced for VTV should be proposed to the VTV team beforehand to ensure that the concept is in alignment with VTV's mission. All VTV productions must adhere to our respectful conduct and intellectual property policies. All production credits will be given either on the close titled of the video or in the text description below.

2.4- Features:

Features refer to creative video works that were produced outside of the VTV framework but will still be featured on our network. These will primarily be videos produced by Vanier College students for their courses. These may include, but are not limited to: short fiction films, documentary or animation. The goal is to feature the creative works of our students and there by promote and support student and academic success. These works will also be accepted based on their relevance to the Vanier Community as well as the overall production value. They must also adhere to our respectful conduct and intellectual property policies.

Section 3 – Submission Policy

Whether you are collaborating with VTV staff or submitting independently produced materials, you must adhere to VTV's submission policy.

As part of Vanier College, VTV must adhere to certain policies when producing content. Our Vanier Communications and Corporate Affairs team will revise any submissions in order to determine whether they fit the goal and mission of Vanier VTV and Vanier College as a whole.

All VTV content should be respectful, relevant and beneficial to Vanier College and its community.

3.1 Respectful Conduct:

All VTV videos must not be inappropriate, abusive or offensive, and must not contain, depict or involve any of the following: profanity, offensive language; derogatory characterizations of any ethnic, racial, sexual or religious groups; content that endorses or condones any illegal or inappropriate activity; any other content that could be considered inappropriate, unsuitable or offensive, all as determined by Vanier College at its sole discretion.

3.2 Intellectual Property:

Vanier College respects intellectual property laws. By submitting material to VTV, you represent that you have the right to share the material in your submitted content, including trademarks and copyrighted material. Do not post or submit any third party materials unless you have first obtained consent from the owner of such materials. For example:

- 1- You must obtain consent from every person who helped you create your posted materials (e.g. photographers, videographers, musicians etc.).
- 2- You must obtain written consent from every identifiable person (and his/her parent/legal guardian if he/she is under the age of majority in their jurisdiction of residence) who appears in your posted materials (note: if you cannot obtain the appropriate consent for an identifiable individual appearing in your posted materials, then his/her face must be blurred out and/or voice altered, as applicable, so as to be unrecognizable). Please contact Vanier Communications and Corporate Affairs to get consent forms.
- 3- You cannot post, submit or use any copyrighted music, logos, pictures, texts, lyrics, etc., unless you have first obtained consent from the owner of such materials.

3.3 Submission Requirements:

- Format information (size, codec, compression)
- Consent forms (see section 3.2 – Intellectual Property Policy)
- Video's length
- Date of the production
- Other distribution outlets (if applicable)
- Content summary
- Provide a transcript if available
- Information about the presenter if the presenter is new or unknown to the audience.

For further information on VTV's policy or submission guidelines, please contact:

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