

## **Ohio State ATI Policy for Axis TV**

The purpose of the Axis TV system is to enhance the image of Ohio State ATI by highlighting student, staff and faculty events and accomplishments and to serve as a vehicle for internal communications for the campus community. AxisTV is a closed-circuit, on-campus communication system which uses flat-screen plasma monitors to broadcast important information to ATI students, faculty, and staff. Displays are located in the Halterman and Skou Hall lobbies, the Student Activities Center, and the housing office. Guidelines given below will help ensure AxisTV communication to ATI students, faculty and staff is professional, clear and relevant.

The Public Relations Office shall serve as the clearinghouse for all messages to be placed on the AxisTV system. All messages will be reviewed for content prior to posting on the system. The Public Relations Office and Ohio State ATI Administration reserves the right to reject or cancel content (e.g. announcements and advertisements) at any time for any reason, including, without limitation, appropriateness of content, length, and availability of space or time on the display system. Announcements may be edited before being posted. Announcements must be free of grammatical and spelling errors or they may be rejected. Accuracy of posted information is the responsibility of the person, group or office submitting content.

### Acceptable Types of Messages

- Announcements about ATI activities and events
- Important dates and deadlines related to the academic calendar
- Congratulations to organizations and/or individuals for awards and honors
- Important weather and national news updates when necessary
- Internal marketing
- Welcome and greet visitors and prospective students

Individuals wanting to post announcements should complete and submit a request form located on the ATI website (<http://www.ati.osu.edu/axistv>). The completed form will then be forwarded to the appropriate ATI liaison for posting to the Axis TV system. Be sure to provide all relevant information, including:

- Event title, description, date, time and location
- Admission charge, if any
- Contact person and contact information
- Requested start and end date for announcement

Once the request is submitted:

- The person receiving the request creates the announcement in AxisTV and submits it for approval.
- Requests must be submitted by 2:00 p.m. Thursday of the week prior to the posting date.

- Public Relations receives request and approves, edits, or denies the request.
- If approved, the page goes live on the AxisTV system at the next scheduled posting date or as soon as room on the system permits.

Access to submit content to the system will be granted to the following areas/individuals:

- Academic Affairs – Jill Gallion
- Admissions – Denise Miller
- Agricultural and Engineering Technologies Division – Kathie Reid
- Arts and Science and Business Division – Pat Munn
- Business Training and Educational Services – Jan Elliott
- Director’s Office – Helen Thompson
- Horticultural Technologies Division – Connie Miller
- Housing – To be determined
- Library – To be determined
- Public Relations – Frances Whited, Content Administrator
- Student Activities – Kathy Maksymicz
- Student Success Services – To be determined
- Title III Staff

Training and hardware/software administration will be provided by the Title III staff.