



COMPUTER EDITING STORAGE PROCEDURES



In order to provide enough storage for members working on projects, beginning February 1, 2006, there will be new procedures regarding the storage of projects on all FCTV hard-drives.

1. All FCTV editing rules apply.
 - a. In order to use any of the Apple computers, members must be certified in non-linear editing by FCTV Staff. Please see the Operations Manager of the Production Coordinator if you would like to receive training.
2. Producers may store one project per person on FCTV hard drives.
3. A project may remain in an FCTV hard-drive (internal or external) for no more than three (3) weeks. The three-week time period begins on the first day/time of reservation of editing for that particular project.
4. If additional time is needed, a producer may request an extension in writing, to the Operation Manager. The extension is not to exceed six days for completion or project will be removed from hard-drive.
5. Extenuating circumstances will be considered providing the producer contacts the Operations Manager, Production Coordinator or the Executive Director in writing prior to the end of the six day extension.
6. If the project is not completed or removed within the specified time, the FCTV Operations Manager is authorized to remove the project and all associated clips upon completion of the following steps.
 - a. The Operations Manager will notify the producer via telephone and email (if email is available).
 - b. If there is no reply, return phone call or email response within 24 hours, the Operations Manager will the notify the producer in writing via U.S. Mail. The letter to be mailed no more than 24 hours following the original phone call or email.
 - c. If there is no response to letter, the Operations Manager will make one additional phone call and, if available, one additional email to the producer within 48 hours of letter being mailed.
 - d. If there is still no response within 24 hours of this final phone call/email, the Operations Manager may remove the project form the hard-drive or direct the Production Coordinator to do so.
7. Producers are encouraged to purchase and use their own hard-drives. A list of recommended drives, purchase locations and approximate cost are posted in edit suites.
 - a. Should a producer purchase his/her own hard-drive, an appointment with either the Operations Manager or Production Coordinator must be made for usage instruction prior to first use.
 - b. If a producer does use his/her own hard-drive, only FCTV editing rules apply.