

The Northern California Chapter of the Neuropathy Association has procured a video camera and accessories in order to record and distribute relevant material to its members, support groups, and other individuals and organizations. This document establishes policies and procedures for the use of the camera, accessories, and products.

Under no circumstances does the NCCNA allow the equipment to be used for illicit or illegal purposes.

Lending and Recording

The camera and its accessories are available upon request to groups or members to video activities and events of interest to the Northern California Chapter of the Neuropathy Association. This can include—but is not limited to—speakers, meetings, conferences, fairs, interviews, and presentations.

Anyone wishing to use the camera will contact a board member and explain the nature of what will be recorded. Unless the request is unusual, or if there is a conflict, any board member may approve the request. Any request may be subject to review and approval by the board of directors.

Wherever possible, the camera will be delivered personally to the member or group representative. When that is not possible, the camera and related accessories will be packed securely and shipped with insurance to the requestor at the requestor's expense. The requestor will be responsible for shipping it back in secure packaging with insurance, at the requestor's expense. If a group is requesting the equipment, they may elect to pay for the shipping from the group's sub-account funds.

The camera and equipment will go out with an inventory of what is provided. When it is returned, a new inventory will be taken to assure that all the items that went out are returned in similar condition. The requestor assumes liability for any missing or damaged items.

Basic instructions on the use of the camera and related equipment will always accompany the equipment. The instructions are not comprehensive, however, and the requestor assumes responsibility for arranging for a competent videographer who can perform at least the basics of operating the equipment and making a decent recording. Wherever possible, the videographer should be the one picking up the equipment so that he or she can receive a run-through of the camera operations if needed. The requestor is entirely responsible for the outcome of the recordings.

To aid in editing, the videographer should keep a log of all recordings. Minimal information would be the date and description of what is being recorded, including the names of people involved.

The requestor is responsible for obtaining any required releases from parties on the recordings. The NCCNA will provide forms for that purpose.

The requestor must return all recordings with the camera for processing, editing, and distribution. The requestor may make a copy of the recordings if desired, but the originals must be returned with the equipment.

The camera may be provided to other organizations or individuals for other uses at the discretion of the board of directors, providing it does not conflict with NCCNA usage. When the camera is provided to an outside party, that party will have the rights to their material, and assume all responsibility for it.

Editing and Processing

The camera records in an Advanced Video Codex for High Definition (AVCHD) format. This format is fairly new, and editing support is less universal than other formats. Because of this, requestors should not expect to download or edit the recordings they make. Even if the requestor does retain a copy of the recordings, the requestor must provide all recordings with the camera for processing, editing, and distribution.

If needed, the NCCNA will purchase one license for editing software, which will be installed for the use of the designated editor. If additional people are capable and interested in editing, they can provide their own software or the NCCNA can procure additional licenses. At no point will anyone in the NCCNA install or use unlicensed software for editing.

As soon as reasonably possible, the video editor will prepare and distribute the recordings, providing they are viable. Minimal editing will be the addition of a title indicating the contents of the recording, the eliminating of extraneous material at the beginning and end, appending of NCCNA notifications, and conversion to a format viewable on a standard DVD player or VCR. More elaborate editing will be provided depending on the intended use of the recording and time available.

Edited recordings will be distributed on standard format DVDs. Upon request, they will be made available on video cassette.

The source recordings, converted to a more standard format, if required, will be provided upon request to the videographer/requestor at the discretion of the board of directors. The NCCNA retains all rights to the product except if the camera is used by an outside party.

Source recordings in their original format as well as edited results will be kept on a USB external hard drive in the care of the editor. The drive can be easily moved as needed.

Back-up copies of the edited files—and possibly source files—will be provided to a board member other than the editor for safe keeping.

Distribution

The board of directors will determine distribution of the recordings based on content, purpose, and quality.

The NCCNA retains all rights to any recorded material, both source and edited versions. The only exception is if the camera is lent to an outside party, or if the board of directors decides otherwise.

The board of directors will include with any distribution of the recordings some suggested and approved uses of the material.