

DISTRIBUTION OF VIDEO TAPES AND FILMS

IN ORDER TO PROTECT AND PROMOTE THE FINANCIAL INTERESTS OF THE BROWARD COUNTY PUBLIC SCHOOL SYSTEM AND THE PUBLIC, A LIST OF CHARGES AND A FORMAT FOR CONTRACTS SHALL BE DEVELOPED AND MAINTAINED FOR ALL VIDEO TAPES AND FILMS PRODUCED BY THE BROWARD COUNTY INSTRUCTIONAL TELEVISION CENTER AND REQUESTED BY OUTSIDE AGENCIES.

TAPES LEASED FROM THE BROWARD COUNTY INSTRUCTIONAL TELEVISION CENTER MUST BE COVERED BY CONTRACTUAL AGREEMENTS WHICH INCLUDE BOTH CHARGES AND THE PROVISIONS UNDER WHICH MATERIAL REQUIRING COPYRIGHT OR TELEVISION CLEARANCE MAY BE USED.

AUTHORITY: F.S. 230.22 (1) (2)

POLICY ADOPTED: 10/8/70; 9/5/74

POLICY READOPTED: 7/23/91

RULES

1. Established charges shall be based on the length, complexity, clearance requirements, and estimated cost of developing, reproducing and handling each individual video tape or file, as well as the size of the participating school program and frequency of showing. Charges shall be reviewed and updated as required.
2. Each contract shall stipulate the conditions under which the lessee may use the leased programs whether used in whole or in part.
3. Responsibility for the preparation and submission to the Board of any contract for leasing and accounting of materials shall rest with the Director of Instructional Television or designated representative. Contracts shall be reviewed and updated annually by the Board Attorney.
4. Records shall be maintained for auditing purposes. These records shall include letters of request and reply, signed copies of contractual agreements and all dates involved, e.g., orders forwarded, usage, return, etc.
5. Checks must be made payable to the Board and deposited in the General School Fund in accordance with Standard Practice Bulletins issued by the Superintendent (designee).
6. Every copy of video tape or film leased by the Instructional Television Center must bear a copyright notice.
7. The Instructional Television Center shall make clear through letter and contract to the leases, group or individual, that rental and distribution of video tape and film shall not include the right to copy without special permission and/or legal arrangements.

AUTHORITY: F.S. 230.22 (1) (2)

RULES APPROVED: 10/8/70

RULES READOPTED: 9/5/74

AMENDED RULES APPROVED: 7/23/91