

Title: Senior Center Technology and Video (SCTV)
Date of Current Version: June 2019
Replaces Version: August 2011

Background

Senior Center Technology and Video (SCTV) is a program that serves as a hub for technology learning and practice within the Senior Center. SCTV engages volunteers of all ages, supports and enhances technology literacy among older adults, and fosters intergenerational connections and collaboration.

Through SCTV, Center staff and volunteers provide technology and video-based services to older adults and the community at large, including drop-in tech help sessions, one-on-one technology mentoring, video to DVD transfer services, and commissioned video production and photography services. Staff and volunteers also produce video content to promote Center programs and services, explore topics of interest to older adults, and share authentic perspectives on aging. SCTV videos are shared with the community via the internet and local cable access channels.

Video Production and Programming

1. Video content produced with SCTV equipment and/or disseminated via SCTV-managed outlets (e.g. The Center's YouTube account, SCTV programming slots on cable access channels) must support this mission and goals of The Center and fit within the scope of The Center's video production and programming priorities.
2. Center staff determines which video content is suitable to share publicly via SCTV-managed outlets. Decisions are based on whether content is consistent with The Center's mission and goals, and whether the production quality meets appropriate technical standards.
3. Once completed, SCTV videos are maintained in a digital and/or physical archive for historical reference. DVD copies of archived SCTV programs may be ordered for a fee.

Equipment

1. All equipment housed at The Center and used by SCTV volunteers and staff is protected against loss due to fire, negligence, theft, and vandalism under insurance coverage provided by the City of Iowa City.
2. SCTV equipment shall only be used by Senior Center staff, designated Center volunteers, and City of Iowa City Cable Television staff.
3. Check-out of SCTV equipment by volunteers must be appropriately requested and documented. Off-site use and multi-day loans of SCTV equipment must be approved in advance by SCTV staff or the community outreach specialist. At the discretion of Center staff, permission to check out SCTV equipment may be denied.
4. SCTV equipment shall not be available for personal use or financial gain.

Administration

Immediate oversight is provided by the community outreach specialist and the video production specialist. SCTV volunteers take an active role in planning special projects and determining which

programs to record and share. The coordinator has final authority over SCTV's operational budget, equipment purchases, handling of controversial content, and new program areas.

Approved by the Senior Center Commission on: 7/18/2019