

# Media Services Department

## Digital Signage Policy

### Mounted Digital Signage Display vs Mobile Digital Signage Display

Mounted Digital Signage Displays, also known as Plasma Screens, are wall-mounted displays located in three places on campus: The lobby of the Hebert Auditorium, Administration Cafeteria, and HLC Living Room.

Mobile Digital Signage Displays are displays mounted to a portable cart that can be transported to any eligible location as defined in this policy.

Multimedia can be displayed on the three Mounted Digital Signage Displays and/or mobile Digital Signage Displays.

### Displaying material on Mounted Digital Signage

If you require your multimedia material to be displayed for period greater than 24 continuous hours on the Mounted Digital Signage Display(s), you are required to submit the multimedia material in PowerPoint format to Donna Harvey at [dharvey@qcc.mass.edu](mailto:dharvey@qcc.mass.edu) for integration into the current presentation loop.

If you require your multimedia material to be displayed on Mounted Digital Signage during a one-time event, please email the material to [media@qcc.mass.edu](mailto:media@qcc.mass.edu) to ensure compatibility with the display.

### Displaying material on Mobile Digital Signage

Requests for Mobile Digital Signage Displays are submitted through a Media Services Request Form and therefore are subject to the policies and procedures outlined in the Media Services Request Forms Policy.

All requests for Mobile Digital Signage, and multimedia materials to be displayed on Mobile Digital Signage, are required to be submitted at least 48 business hours prior to the start time/date of the request.

# Media Services Department

## Digital Signage Policy

### Eligible locations for Mobile Digital Signage

The Mobile Digital Signage Displays may be deployed to any accessible location on the QCC Main Campus. Location must have an available standard 120V power outlet.

### Inclement Weather

Media Services reserves the right to refuse transport from building to building, the Mobile Digital Signage Displays, in weather that we deem inclement, which can include, but is not limited to: temperatures higher than 104F degrees, lower than 32F degrees, any form or amount of precipitation, and/or winds of over 25 MPH.

Media Services reserves the right to refuse setup of the Mobile Digital Signage Displays in inclement weather, which can include, but is not limited to: temperatures higher than 104F degrees, lower than 32F degrees, any form or amount of precipitation, and/or winds of over 25 MPH.

Weather information will come from The Weather Channel's website (<http://www.weather.com>).

### Checking out Digital Signage

Digital Signage is not eligible for Equipment Checkout requests.

# Media Services Department

## Digital Signage Policy

### Format of displayed material on Digital Signage

Multimedia for the Digital Signage Displays should be submitted to Media Services via email at [media@qcc.mass.edu](mailto:media@qcc.mass.edu). Multimedia to be displayed on the Mobile Digital Signage Displays must be either an MP4 video file, JPEG image file, or PowerPoint slideshow file.

Specific required format settings are as follows:

- *MP4 video file*: 1920x1080 video resolution size.
- *JPEG image file*: 1920x1080 image size.
- *PowerPoint slideshow file*: Landscape 16:9 sized slide.

\*NOTE: If you have any questions regarding how to properly format your multimedia, please contact Media Services

### Mobile Digital Signage Interruptions of Service

Due to the popularity of the Mobile Digital Signage equipment, if you request the use of Mobile Digital Signage to display material over a continuous period of time of 8 hours or more, the service may be interrupted to provide service to other requesters who have requested the service for periods of time less than 1.5 hours. The Mobile Digital Signage will be returned to its original location once the preempted service is complete. Interruption(s) of service will be determined at the discretion of Media Services.

### Mobile Digital Signage Interruptions of Service

Media Services reserves the right to change this policy as required by the needs of the department, availability of resources and/or personnel, and to accommodate any changes to QCC policy. For any questions regarding this policy, please contact Media Services.