

UNIVERSITY COLLEGE CORK

# Digital Signage

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## Submission procedure for UCC Digital Signage System

**Version 1.0**

**4/27/2015**



The purpose of this policy is to inform users of UCC's policies around digital signage

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## Policy Information

### Revision History

Date of this Revision	Date of Next Review
27 <sup>th</sup> of April 2015	27 <sup>th</sup> of April 2016

Version Number/Revision Number	Revision Date	Summary of Changes
1.0	27 <sup>th</sup> April 2015	First Edition

### Consultation History

Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes

### Approval

This policy document requires the following approvals:

Name	Title	Date
Brian Bugler (DEWG)	Senior Technical Officer	27 <sup>th</sup> April
Kilian Murphy	Chief Technical Officer	5 <sup>th</sup> June 2015

### Revision Cycle

This policy shall be reviewed when required.

## Purpose

The UCC digital signage system is an advertising medium used across campus to disseminate information to staff and students.

The purpose of this document is to inform staff and students who can utilise the medium and what information is deemed to be acceptable.

## Scope

This policy document applies to material displayed on screens in the following areas:

- O’Rahilly Building
- Kane Building
- Food Science Building
- Brookfield Health Science Complex
- North Mall Campus
- Western Gateway Building
- Quadrangle Building
- Lee Building

The policy applies to full time and part time UCC staff and students.

## Supporting Policies, Standards & Procedures

The following policies and procedures must be adhered to in line with this policy:

- DSS Submission Criteria
- [Acceptable Usage Policy](#)
- [UCC Visual Identity Guidelines](#)
- [Digital Estate Working Group](#)

## The Policy

UCC staff and students may submit applications of material in line with the policies, standards and procedures set out in this document by email to [dewg@ucc.ie](mailto:dewg@ucc.ie) 3 days in advance of intended publication.

Submissions must meet the standards outlined in the appendix.

## **Appendix One**

### **Technical Specifications**

- Template aspect must be 16:9 (landscape)
  - A Wide Screen PowerPoint slide would work
- File size no greater than 2Mb
- File must be one of the following: .jpg, .png, .bmp
- File name must relate the subject content
- File name must not contain spaces (use an underscore where there would normally be a space)