Georgia State University Policy

7.20.15 Digital Monitors for Public Displays

Policy Summary

Network-accessible wall-mounted display monitors, also known as digital monitor systems, are an integral component of branding, public image, and emergency communications; therefore, these monitors must conform to university standards related to information security, management systems, and network standards.

Full Policy Text

- Technical Standards:
  - The digital monitor system will conform to university policies on information security.
  - The digital monitor system will offer a single management system with distributed content creation, transmission, and administration.
  - The transmission protocol for the digital monitor system is User Datagram Protocol (UDP), not multicast (Note: UDP sends to all on local network. Multicast sends to all subscribers).
  - Placement of monitors must be approved by the Capital Budget and Space Allocation Committee (CBSAC) and Information Systems & Technology (IS&T).
  - To minimize the placement of multiple monitors in a location, departments can share monitors, in which case each department would display local content on a rotating basis.
  - Facilities and IS&T must approve the installation process for these monitors and systems.
  - The name and phone number of the unit/department that controls the local content will be displayed on the monitor via a physical sticker.
  - All monitors and content will abide by the university standards for branding. The digital monitor system must be on the University Network for broadcast purposes.

- Content Standards:
  - There are three categories of content that digital monitor systems will display:
    - Local
    - University
    - Emergency
  - Local content is information that is created, managed, and displayed by the department/unit which has been assigned local control as approved by the CoreWeb Committee.
  - University content is identified by University Relations for widespread dissemination and is rotated in a full screen mode without any existing local content.
  - The University content may represent up to 20% of the content.
  - Emergency content is determined and transmitted by the Emergency Management Group and supersedes any information (local or university) currently being displayed.
  - University departments may post information related to official University
activities. Information may not be posted by organizations not affiliated with the University.

**Administration of Policy**

**Mandating Authority:** Administrative Council

**Responsible Office(s):**
Information Systems and Technology, 13th floor, Commerce Building, 3-4357

**Responsible Executive(s):**

**Policy History**

**Approving Body:** Administrative Council

**Rationale or Purpose**

To provide uniform guidelines for all departments regarding network-accessible wall-mounted monitors, including placement and content.

**Additional Information**

Originally Approved by Administrative Council December 3, 2008

**Additional Helpful Resources**