

MINUTES OF  
MEDIA SERVICE EMPLOYEE'S MEETING  
MARCH 231 1993

1. INTRODUCTION MISSION: To serve audio visual needs of the college community.
2. HOURS: Mon. - Fri.

Monday	8 - 10:00
Tuesday	8 - 10:00
Wednesday	8 - 8:00
Thursday	8 - 8:00
Friday	8 - 4:30
3. EQUIPMENT:
  - A. BOOKING EQUIPMENT (PAPERWORK): Must sign the paperwork that you did the setup. Both sheets must be initialed. This way hopefully we will alleviate any problems or questions concerning the setups
  - B. DELIVERING THE EQUIPMENT (PAPERWORK): Must leave at 30 to the hour and do the setups, even the people who have classes on the hour must be responsible to help in those setups on the hour.
  - C. LOANING EQUIPMENT TO STAFF, FACULTY AND STUDENTS: Video cameras, except for the Panasonic can be checked out. Before checking out Panasonic please check with Steve or Rose. RCA's are the one's checked out the most.
  - D. PERMANENT SETUPS: The permanent setups will be kept on the board, even though there are some questions and reservations about that.
4. HOLDINGS:

THE CATALOGUE:

- A. USING PAC: Some of our items are easily accessible Pac, some are not, depending on which items are cataloged and which items are not.
- B. RESERVES: Are located in the back on the shelf, and are indexed by department. They are also indexed in a reserve book, located on the shelf behind the counter.
- C. BOOKING AND CHECKING OUT: Video's are available to be checked out after 7:00p.m. Monday through Thursday, and 3:00p.m. on Fridays, and are due in the Media Center the next morning, except on Fridays, and those are due in on Monday

morning.

5. **PRODUCTION REQUESTS:** The production requests are working well, the form used should be changed this quarter. Video taping please let some one know when you are leaving where you are at on the production requests.
6. **CHARGES FOR SERVICES:** No charge except for materials we use.
7. **FAX MACHINE:** Doing a good job getting the faxes out. There are instances when we have fax problems due to incompatibility with machines. When problems occur always remember to contact the faculty member. Local Augusta calls with no area code dial 9 before the number. International calls dial 9 and 011 then the country and city code and then the number. Any calls to Mexico, Canada, and U.S. that have a three digit area code dial a nine before the area code, and number. Gist numbers dial 8 before number.  
  
**FAX CHARGES:** First page \$1.00 and each additional page is 75 for all long distance calls. Locally calls are .50. Campus calls are free. International calls are in the ATT book. Place fax transmission sheets with the fax, and send back to professor when finished. Initial the departmental form so Rose knows who sent the fax. If there are problems with the fax, and it's time for you to leave, place the fax in the gold ring holder on the desk. When fares are received, initial the fax and time and person you contacted, and place in the fax box. After two days, if the department has not picked up the fax, send it back to them inter campus mail.
8. **TELEPHONE:** Give your name and department when answering the phone. And be polite. No public calls.
9. **ATTENDANCE:** Very good attendance, this quarter consistently late you will be suspended a week. And if it reoccurs you will be dismissed. 7 1/2 minutes constitutes late. Call in because we will be docking on time sheets in 15 minute intervals. We will have a leave of absence form. Remember to let us know as quickly as possible when you are going to be absent.
10. **DOWNTIME, FINALS, ETC:** Some people are doing more than their fare share of the workload among yourselves, we will be assigning setups.