

Success of Media Services depends on its time record.

- Employee Concerns: Procedures are not cast with concrete, carved in stone, in short unchangeable. New ideas and suggestions are welcome.
- Chris: Reminds everyone to check the appropriate lockup on check out sheets so that everyone will know where equipment came from.
- Harvey: FAC 3 has space for another Television. Could use two totes in FAC lock up. Markert Hall Business Department uses the equipment when we need it.
- Tom: Accounting Lab, we now have our own lock up key.
- DD: Every one needs to do their part. Team work.
- Gary: Put all the setups for one hour on the board, or put none; don't only put half of the hours setups on the board and not the rest. If there is not enough room to put the whole hours on the board then leave them all off. Learning Center hours will be the same as last quarter (no weekend hours), due to lack of funding, and lack of perceived interest. If students ask about weekend hours, they should drop a note to Dr. Nelson, in the Library.

If any one does not know how to work the basic list of equipment, which includes (list of basic equipment), he or she should get the manuals and learn to use them. This to better serve our customers. Each student assistant will be expected to know how to operate all the basic equipment by the end of the quarter.

We need to keep two overheads and one tote in the Accounting Lab in order to alleviate the business departments fear that they will not be able to use equipment.

Please do not use School of Business equipment outside of Markert Hall. Media Services is considered to be part of the Library. The "head" of the Library is Dr. Nelson, who answers to Dr. Bompert the vice president of Academic Affairs.

Attendance: Let Rose know 24 hours in advance if you are going to miss a day. "This is a job." Steve congratulated group for finding their own replacements when they need time off and asks that practice continues. Do not go over 20 hours per week.

Phone Etiquette: Remind that when answering the telephone with your name and Media Services.

Faxes: When calling for faxes, please remember to identify yourself and this department. Find out with who you are speaking with; write down the name, your initials and the time and date you called on the fax. Fax charges are posted for local and continental US transmissions. International Charges must be figured from the AT&T charge book. Round to the nearest half dollar. Charge partial minutes as whole minutes. EXAMPLE .22 will be considered as one whole minute. Old Fax machine is back. For better for worst. Hints on using the machine. The call can not be heard coming in. This machine doesn't have the attached telephone and therefore the ringing is not heard. On the transmission verification sheet, the time it took to send the fax is noted. This will make it easier to charge for international calls. This machine is very simple to operate, and there is a booklet on it.

Personal Calls should be kept short and limit personal business. On the request sheets, the name of the instructor, the

place of the class or meeting, the time of the setup, the initials of the person taking the request. Put an am or pm on the request to avoid confusion.

Basic business is the delivery of audio visual equipment. Make sure the equipment will run properly before the equipment is taken down to the setup area. Please sign the check out sheets.

Please do pick up as close to time as possible. Now that we have lockups in every building, we are moving less equipment from building to building. There is still problem in putting the keys back. The policy on checking out equipment is as follows. Students can have equipment scheduled for a classroom delivery. But the professors name is needed to confirm the check out. The following equipment does not need special approval for check out:

- Quasar Camcorder
- RCA Camcorder
- Pentax still camera
- Cassette Players
- Movie Walker

All equipment can be reserved but remember to put it in the book. Make sure the quasar is not checked out during Sandhills in May. Both the Panasonic and the Quasar will be used. Do not check out videos or ta's on developmental studies listing. Check out cards need to be filled out and put in the video's slot. Make sure your have checked the next day's setups to insure the video will not be needed for the next days set up.

The fine is 1.25 per hour per item after 9:00am. Copying request policy is as follows. Do not copy anything commercially produced. Steve ultimately decides copyright questions. Colloquies are being sued for copyright violations.

Videotapes cost \$5.00 and Audio tapes cost one dollar. The video tapes are priced higher to keep from depleting our supply. On the production request, check your work, and fill out the description properly. There are shelves in the black cabinet that are labeled work done and work completed.

**Permanent Setups:** Most of the classrooms have overheads. The overheads need to be checked in the morning. In the weekly book there will be a list of classrooms which need to have permanent overheads in them. There will be a place in the book to initial that the overhead has been checked and works properly. All the overheads should be checked daily.

**Reserves:** Reserves are working well. Notebook underneath the counter keeps the listing of the reserves that we have from the department. When an instructor brings in something to be put on reserve please fill out a sheet on the item. The department, the instructors name, the class that will be using that item. When taping video or audio tapes ask the students what the contents of the tapes are and the professor. This should help eliminate confusion. Make sure that the number of copies made are recorded.

Put a description of services rendered on the receipts. Last month procurement asked Media Services if we would take care of the copier in the lobby area of Hardy Hall. This means that we will be having to make change. Suggestion on this will be appreciated. In giving change, when we don't have change, we can either hold the item that they are being charged for till they come back with the exact change or we can check ou the item using the check out form until they come back with the correct change. If they don't come back in some specified time it will be considered an unpaid bill and will be entered as such on their record. Till further notice, copies will be \$.25 a copy. All

transparencies will be one dollar. Please, make sure that transparency material brought in are made specifically for copy machines. Students should acquaint themselves with the cameras. Subjects not covered: Please make sure that the golf cart is plugged in at night and turned on.