

Media Services
Employee Meeting 3/29/95
Minutes

Introduction: Our mission is to serve faculty, staff, and students with their instructional technology needs. Winter quarter went very well, deliveries were up. The main reason is because of each and every one of us pitched in and did our job. Thanks.

Hours: Monday and Tuesday 8:00am - 10:00pm
Wednesday and Thursday 8:00am - 8:00pm
Friday 8:00am - 4:30

Those people who work closing will be held over an extra 15 minutes to allow for pickups.

Booking Equipment: Paperwork. We have a new check out form which combines the request form and the three part form. Before doing the setup tear off the bottom half and fill it out, place in the vertical file according to their pick up time. The 3 part NCR form will still be used for checking out equipment or software.

Delivering Equipment: Leave for deliveries at 15 minutes before they are due. One person per pickup and setup. Any changes with this check with Rose, Steve or Harvey. Two people on a setup are not always efficient. Before visiting the snack bar make sure the pick ups and setups are done.

Loaning Equipment: Videotapes and audio tapes can be checked out with the exception of red tagged, reserve shelf, and Developmental Studies materials. Panasonic Camcorder cannot be checked out. Other pieces of equipment may be checked out, after clearing it with Steve, Rose or Harvey. If you have problems with a rude customer, you don't have to take it, tell Steve, Rose or Harvey.

Permanent Setups: Make sure overheads are in each room. The permanent setups are posted on the bulletin board. If in doubt check the board.

Knowing the Equipment: After 3 weeks each person will be asked to prove their competency on doing a keyword search on pac, setting up a slide projector, connecting tv to a vcr, setting up a video projector, and using the video camera.

- Making Copies of Tapes: Only the audio tapes in the drawer are to be copied. Videotapes of Augusta College productions, lectures, and the like may be copied. We cannot copy any material that is copyrighted. If you have any questions please ask.
- Receipts: Please don't skip receipts in the book, keep them in sequence. Please write if it is for a fax or tape on the receipt. Don't write yourself a receipt, have someone write the receipt for you. Please do not make change out of the cash box. Ask Rose for change, she some times has it.
- Using Pac: Everyone should know how to access pac on the computer. Type telenet acvax.
- Reserves: Reserves are located on the back wall. These videos are only distributed for viewing in the Media Center and not allowed for check out. The reserve book where materials are logged in is located under the counter.
- Booking & Checking Out Materials: Video's can be checked out Mon - Thurs. at 6:00pm and Friday at 3:00pm. They must have a valid AC ID.
- Production Requests: Fill out the production requests properly. Label all materials and write completed on the form. Please double check your work.
- Charges for Service: There are not charges for services. We only charge for materials used such as:
- | | |
|----------------|--------|
| Transparencies | \$1.00 |
| Video Tapes | \$5.00 |
| Audio Tapes | \$1.00 |
- We encourage customers to bring their own film when doing slides and pictures.
- Fax Machine: When a fax comes in you need to call the department, and log the date, time and person you spoke to on the fax log, and also on the fax. Make sure you write the price on the fax. When doing international faxes round upward to the closest \$.50. Example: 3.61 it would be 4.00. This will make it easier to keep track of.
- Telephone: Identify yourself and Media Services when answering the phone.

Please limit your personal calls to a minimum. No long distance calls.

Attendance: You must call in ahead if you are going to be late. You need to call in yourself. Don't ask another student to do it for you. If you going to be absent notify us in writing. Please try and arrange your replacement when your going to be absent. Be on time. If your scheduled to work until 10:00am you must be here until 10:00am.

Eating: Don't eat at the counter or carrels.

Golf Cart: We don't own the golf cart we share it with Computer Services. If you need to use it call first, before taking it.

New Check out We will automating our check out system and using a new computer system hopefully by fall.

Downtime: When things are slow and there's not a lot going on, unwrap audio tapes. Before visiting the snack bar make sure the pick ups and setups are done.

Copier: If you need to make copies for personal or classroom use remember their \$.02 each.