

AGENDA
MEDIA SERVICE EMPLOYEE'S MEETING
JANUARY 5, 1992 1:00 - 3:00

1. INTRODUCTION - MISSION *Thank yous*
supported academic departments in teaching
2. HOURS *M T 8:00 - 10 WT - 8-8 Fri 8-4:30*
weekend in limbo
3. EQUIPMENT
 - A. BOOKING EQUIPMENT *Instead Forms*
Future weekly book on Rose's desk make sure form goes
into Book - check H-11 + H-10
 - B. DELIVERING EQUIPMENT *use Forms on time all the time*
weekly - ~~book on~~
 - C. LOANING EQUIPMENT TO STAFF, FACULTY AND STUDENTS
check make sure it works
 - D. PERMANENT SET-UPS - *list of what rooms have OH on*
and what is perm. will be posted
3. MAKING COPIES OF TAPES - *Encourage buying tape 1/4" new*
use ~~90's~~ if not sure what length master 1)
4. HOLDINGS -
 - A. THE CATALOGUE - *Rose - Book -*
 1. USING THE PAC - ~~etc.~~
 - B. RESERVES - *Make sure by department in back. MARK*
it in Book. MAKE sure tape is clearly marked with prof name + course
 - C. BOOKING AND CHECKING OUT MATERIALS
1. No Dev Studies MATERIALS can circulate. As soon as we get a reserve mark
the tape. ~~If~~ ^{if} tape is out use candy
 5. PRODUCTION REQUESTS
make sure they are filled out
for a taping you need to fill out both forms Prod + Booking request
 6. CHARGES FOR SERVICES *Slider about \$5.00 prints about 17 [¢]/₇₇*
amination posted. OH Lasser #1 [¢]/₇₇
 7. FAX MACHINE *Make sure when calling to tell that A FAX has*
arrived get set a name of who you talked to this in addition to your name & date
 8. TELEPHONE
 9. ATTENDANCE
 10. COMMENTS

in other side