

Media Services Staff Meetings  
June 9, 2003  
2:00 PM

Present: Rosemarie Axton, Ralph Herndon, Robert Shannon, Gordon Spivey,  
Edgar La Motte, Bill Gray, Mathew Jennings.

## **Points of Discussion**

- I. 5 day policy for digital cameras and video cameras check out.
  - The staff has agreed to eliminate the 5 day reserve policy.
  - A new policy will be written by Rose Axton (Director), for video and still photography cameras.
  - The new policy will not go into effect until it is written and approved.
  
- II. The staff has noticed a growing number of students attempting to check out equipment with faculty ID's
  - Rose Axton (Director) has agreed to write a mass email and explain faculty members of the procedure for student assistants from other departments on how to check out equipment with a faculty ID.
  
- III. Student technology fee.
  - Student technology fee equipment which has been purchased with technology funding are only available for check out to students.
  
- IV Keys for Washington Hall Lock up
  - Keys for Washington Hall lock up have to be obtained from student activities
  - Keys for room 116 in Washington Hall have to be obtained from Physical Plant or call Public Safety for door to be opened.