

MINUTES
MEDIA SERVICES: EMPLOYEE'S MEETING
September 16, 1992 1:00 3:00pm

MISSION:

Media Services' main mission is to support the academic departments in their teaching commitments.

HOURS AND SIGN IN:

Steve expects employees to come to work on time. Work hours start at 7:45am and finish 10-15 minutes after closing during quarters.

There was consensus on Sunday opening if week-end opening is considered. Jeff showed interest in working the Sunday hours.

PROCEDURES FOR DISTRIBUTING EQUIPMENT:

A. Booking equipment:

Use the request forms, and remember to initial them. The forms then go into the black binder on the Clerk's desk according to month and date. Every Friday, the next week's requests get transferred to request-binder on the front desk. Every night before closing, next day's requests get written up on the calendar on the wall. Include location and/or videotaping.

B. Delivering equipment:

Fill in checkout forms; Jeff suggested doing them before set-ups. Preparing next day's deliveries the night before was also suggested and encouraged. It is very important to set up on time. Always check equipment to see if it is in working order before leaving Media Services. Steve suggested including blank damage-report forms with night class deliveries. There are complete instruction manuals in file cabinet.

C. Loaning equipment:

Check-out form needs to be filled in properly every time, including accurate description of material or equipment. Forms get filed in alphabetical order in Check-Out box. We have two video cameras for overnight use. when anyone wants them longer.

Equipment should be back between 8 and 9am. Pentax 35mm cameras go out overnight.

General rule: overnight loans go out after 4pm when we close at 8pm; after 5pm when we close at 10pm; after 3pm when we close at 4:30pm.

MAKING COPIES OF TAPES:

Steve would like to do away with the Sign-in binders. use only 90 min, tapes to copy all TA tapes. Sell the rages instead of checking them out: \$1.00 for new tapes, \$0.50 for used ones.

Count number of copies made (for statistical purposes) there is a new monthly form on the wall

by the tape drawers.

Be aware of Copyright: permission from publisher may be necessary. We cannot make copies of pre-recorded TV programs. If not sure, ask Steve. Copyrighted tapes will be marked with the copyright symbol.

CPE books cannot circulate, but we can make copies for 10 cents per page.

Mary suggested we make a list of what can be circulated VCT's and TA's can be circulated.

Discourage language tape circulation, but one week if necessary. Fines: \$0.50 per day to a max. of \$10.00.

4. **PRODUCTION REQUESTS:**

Videotaping, copying, etc. Fill out and sign request form The person who takes the request. will probably do the work. Fulfill the request as soon as possible. the Clerk will assign production request work.

Completed forms go into current monthly folder in file cabinet.

Receipt should state what the payment is for: taping, laminating, etc.

Fine for late return of equipment is \$1.25 per hour up to max. \$10.00.

If user says material/equipment will have to be returned late, check to see if it is needed by someone else before saying OK.

Use the Check-Out forms! Fill them in completely! Same form for all.

5. **CHARGES FOR SERVICES:**

We only charge for expenses that we have paid out.

6. **FAX MACHINE:**

Use the A11&T book (on top of cabinet beside fax machine) to figure out charge for international fares. Put down the charge on the fax receipt and on the request slip. Round the amount up to the nearest 50 cents.

Continental charges: 1.00 for personal, \$0.50 for depart menial fares.

Make sure the request slip has departmental authorization signature before sending fax. Always initial fax receipt and request slip after sending the fax.

7. **TELEPHONE:**

Keep personal calls short.

When answering incoming calls: give department name and personal name.

Direct call to Steve if caller is being difficult.

8. **ATTENDANCE :**

Be on time for work and for set-ups.

If you're here alone and need to leave put a note on the entrance door ("WILL BE RIGHT BACK" or similar) if you have to leave the room.

If you can't be here or will be late it is your responsibility to call in.

9. MISCELLANEOUS:

Manuals:

It is everybody's responsibility to read the manuals and know how all the equipment works. All the instruction manuals are in the third file cabinet.

Computer:

The computer is now linked to ACNET. To sign on: MED + your 3 initials.

VCT loans:

When a VCT goes out with equipment we need to keep track of it.

Golf cart:

Call Computer Services when we need to use it. Putting the golf cart away is part of closing procedures.

Fax on Campus:

The following departments have their own fax machines: Accounting, Economics, & Finance; Admissions; Career Center; and Financial Aid.

Continuing Education Dept. set-ups:

The Clerk should call Cent. Ed. Dept. before each of their classes starts, to confirm equipment requests (the class may have been canceled because of insufficient sign-up).

Equipment storage:

We have equipment stored in S-inner Hall, Rooms A5 and 87; and in the Old Gym. We are trying to get storage room in the CAC building as well.

Reserves:

New reserve material gets listed in the Reserve Book by department and quarter, and the material goes on the Reserve Shelf.

Keys:

All keys in use are now in the new key cabinet on the wall in the back of the storage cabinet. Make sure you put your key name tag in the empty slot.

Work rules:

Discourage friends from coming here to socialize. You can study in a free carrel if work is very slow. No eating inside Media Services.

Take care of lunch before coming to work or after work hours.

Be on time for work.