

Media Services Staff Meeting  
Sept. 24, 1999

In Attendance:       Rose Axton, Ralph Herndon, Bill Gray, Bob Shannon

Minutes

1.     Rose opened the meeting with an overview of the planning goals for Media Services for the next year and the next five years.
2.     Ralph will formulate a procedure on reserving classrooms H-10 and H-11.
3.     Student Assistant Miguelangelo Hernandez was invited to the meeting to discuss the use of classrooms H10 and H 11. He provided valuable input from a Student Assistants view.
4.     The copying of audio cassette tapes was discussed. Doing a better job of checking the tapes after they have been copied for quality. Making sure all tapes are checked for a quality recording while the customer is present.
5.     Also discussed was the Media Services matrix goals. We are to use the guidelines from the Reese Library and where appropriate input the items that pertain to Media Services.