

## Media Services

### Media Center Location and Hours

Ground Floor of the Library (L-102, x2240)

Website Address: [www.dvc.edu/media](http://www.dvc.edu/media)

#### Fall/Spring Hours:

Monday –Thursday 8:00 a.m. - 9:45 p.m.

Friday 8:00 a.m. - 4:30 p.m.

Closed on weekends

**Summer Hours:** 8:00 a.m. - 9:45 p.m.

Closed Fridays and weekends

### Media Center Check-Out Counter (L-102, x2255)

Faculty may place audio-video resources on reserve for students to check-out and use in the Media Center. Please contact the Media Services Specialist to make arrangements at x2255. The Media Center has AV resources for individuals and small groups.

### Scheduling and Delivery (L-110, x2248)

Day Staff: Jeff Jewell (x2249)

Evening Staff: Leo Lieber (x2999 leave voice-mail and he will be paged)

Faculty can check out materials from the Scheduling and Delivery counter (L-110) at the hours listed above. No more than 3 tapes or DVD's may be checked out at any given time. Tapes or DVD's may be checked out for a maximum of 3 days. LCD projectors and laptops are checked out for a maximum of 24 hours. Requests for the delivery of videos, AV equipment and materials require a **4-hour minimum** advance notice for delivery to the classroom. If a video is delivered to your classroom and you take it with you after class, you may be depriving other instructors who have scheduled that video for their class. Please re-schedule the video delivery for your next class in order to accommodate everyone's needs.

### Rental and Purchase Requests (L-101)

Some materials may have to be rented or purchased. See the Media Services Coordinator or website for details and forms. All requests must be submitted on a Media Request Form to the Media Services Coordinator. Rental requests and purchases (involving payment) require the division chairperson's signature before submitting the form(s) to the Media Center. To avoid possible disappointments with rentals or purchases, the Media Request form should be submitted with as much advance notice as possible, preferably two weeks before the material is requested for use. Please list your second and third choice alternatives. Part-time instructors, please leave a phone number where you can be reached.

### **Off-Air Taping and Viewing Room Scheduling of (L-106, x2255)**

Day Staff: Elisabeth Van Bavel (x2255)  
Evening Staff: Mark Bradley (x2254)

Faculty can request off-air video taping. These VHS tapes are held in the Media Center for a limited time only. If you decide that the school should purchase the video, check with the Media Services staff for the price. Your division chair or division AV committee will need to approve the purchase.

### **Media Conference Room (L-151)**

Contact the Media Services Coordinator (x2240) to schedule the use of the Media Conference Room for faculty/staff/manager events. This room has video conferencing capabilities and two video projectors and screens.

### **Forum (L-119)**

To schedule the Forum outside of pre-semester class scheduling, please call the Media Services Coordinator (x2240) to check availability and services.

### **Audio and Video Dubbing (x2255)**

You may request duplication of audio recordings or videotaping, however, written permission from the copyright owner is required. For video recordings, contact a Media Services Specialist at x2255. For special audio recording needs, contact our Audio Technician at x2087. Multiple copies of audio or video recordings are not allowed without expressed, written permission from the copyright holder.

### **Reference (x2240)**

The Media Services Coordinator (x2240) can help you locate suitable media resources.

### **Class Videotaping (x2240)**

Media Services has a limited amount of equipment and funding for hourly employees to do class video recording. We require as much advance notice as possible, at least a **week** before the event date to schedule operators and equipment. Please contact the Media Services Coordinator (x2240).

### **Special Events (x2240)**

If you are planning a special event and require microphones, video projectors, or video recording, you will need to fill out a Media Services form and/or a Staff Use of Facilities form. There are many steps to making a special event work, please provide as much advance notice as possible, preferably two weeks.

### **Film and Video List**

Periodically, the Media Center publishes a list of new materials that have been received. The list is sent to everyone at DVC via email and posted to the Media Services website.