

MEDIA SERVICES REQUESTS

ITS MEDIA SERVICES



ITS: Implementing Tomorrow's Solutions
Today!

Media Services Mission Statement: “To Support the instructional media needs of the faculty and staff of South Texas Community College by providing timely and efficient services, adequate access at all sites, and quality equipment.”

A. EQUIPMENT AVAILABLE:

The Media Services Department makes the following equipment available for STCC faculty and staff to check out:

- ❖ Televisions
- ❖ VCRs
- ❖ Overhead Projectors
- ❖ 16mm Slide Projectors
- ❖ Cassette Players
- ❖ Laser Disc players
- ❖ Laptop Computers
- ❖ Multimedia Projectors
- ❖ CD Players
- ❖ Mimio (Electronic Whiteboard)
- ❖ Smart Board with AV Cart (Interactive Electronic Whiteboard)
- ❖ Scan Converter (Allows use of TV as a computer monitor)
- ❖ Digital Cameras
- ❖ PA System
- ❖ Cassette Recorders
- ❖ Camcorders

B. RESERVING EQUIPMENT:

To reserve equipment from the Media Services Department, please use one of the following procedures:

- ❖ Telephone: Call the ITS Help Desk at **688-2111, #2**
- ❖ Fax: Fax your request to **683-2577**
- ❖ E-mail: E-mail your request to **itshelp@southtexascollege.edu**
Please include “Media Services Request” in the subject line of your e-mail.

◆ Please include the following information in your Media Services Requests:

- Name
- E-mail address
- Telephone number
- Campus and classroom number where equipment is to be delivered or checked out
- Time(s) and date(s) you will need the equipment
- Length of time you will need the equipment
- Type of equipment needed
- Any assistance you will need with setting up the equipment

C. NOTIFICATION:

In order to ensure that the equipment you need is reserved for you, the Media Services Department must receive your request ***at least 2 working days (48 hours) in advance***. When possible, the Media Services department will contact you through e-mail and by telephone at least 1 day (24 hours) in advance if your request cannot be filled.

D. DELIVERIES:

- The Media Services Department will deliver larger equipment such as TVs and VCRs, and laptop projectors with multimedia data projectors. In addition, the Media Services Department will assist with the set-up of equipment when necessary.
- Media Services deliveries are limited to the STCC campus sites. Instructors teaching at other sites are welcome to check out smaller equipment from the Media Services Department and transport it to their teaching site.
- Certain conditions such as inclement weather may prevent the delivery of equipment. The Media Services Department will notify you as quickly as possible under such conditions.
- If equipment is ready for return before time, please call the ITS Help Desk to have it picked up.

E. EMERGENCIES:

Please call the ITS Help Desk at 688-2111 for situations such as missing equipment or nonfunctioning equipment. The ITS Help Desk automated phone system will page a Media Services technician if your call occurs after office hours or on weekends.

F. OTHER SERVICES:

The Media Services Department also offers several other services in addition to reserving, checking in and out, and setting up instructional equipment.

- Videotaping or audiotaping of classes or special events.
- Satellite teleconferences.
- Copying of videotapes or audiotapes. (When copyright law permits.)
- Assistance with digital imaging for instructional/classroom purposes.

G. TRAINING:

The Media Services Department offers training in using audio-visual equipment, instructional technologies, and software applications including:

- ✓ Use of Media Services Equipment
- ✓ New and Innovative Teaching Tools (including the SmartBoard, Mimio, and Scan Converters)
- ✓ Microsoft PowerPoint
- ✓ Microsoft Word
- ✓ Microsoft Excel
- ✓ Microsoft FrontPage

We will be happy to arrange training for departments, divisions, or other groups within STCC. Please call 688-2111 for more information.

H. SPECIAL EVENTS MEDIA SERVICES CHECKLIST:

At least 1 week before the event:

- ✓ Reserve equipment with Media Services Department.
- ✓ Discuss with Media Services personnel what the event will entail so that ALL necessary equipment is reserved.

2 days before the event:

- ✓ Call the Media Services Department or ITS Help Desk to verify reservation.

Day of the event:

- ✓ Sign for the equipment: the faculty/staff member in charge of the event must sign for the equipment and acknowledge that he/she will take reasonable measures to protect the equipment from theft or damage.

After the event:

- ✓ Remain with the equipment until the Media Services Department arrives to pick up the equipment.

OR

- ✓ Place the equipment in a secure place and notify the Media Services Department of the place.