

CHAPTER 3: Educational Services

Procedure 3A.1/12: Audio Visual and Media Services

Cambridge Campus:

The Library/Media Center provides the following media services:

- Audiovisual equipment purchasing, maintenance, distribution and set up (upon request)
- Consortium video and film ordering (Consortium films, except for Anoka-Ramsey Community College holdings, are booked one week in advance. Films must be returned to the Library/Media Center immediately after show date.)
- Video and audio tape duplication for materials not protected by copyrights

The Information Technology Department provides the following media services:

- Interactive Television (ITV) and teleconference scheduling and room preparation
- Multimedia cart scheduling, distribution, and set up
- Duplication of CD-ROM disks
- Upon request, assisting Library/Media Center with audiovisual delivery and set up

Procedure:

- To reserve equipment or for service, call the Library at extension 1807 or e-mail bonnie.boese@anokaramsey.edu
- To request interactive teleconference/multimedia cart scheduling, call extension 1824 or email darin.nelson@anokaramsey.edu
- A one-week notice is required for live videotaping.
- A three-day notice is required for audio and videotape duplication.
- Instructors are responsible for copyright clearance of all duplicated materials.

Coon Rapids Campus:

The Information Technology Department provides the following media services:

- Audio visual equipment purchasing, maintenance and distribution
- Consortium video and film ordering (Consortium films, except for college holdings, are booked one week in advance. Films must be returned to the AV Department immediately after show date.)
- Interactive Television (ITV) and teleconference scheduling and room preparation
- Single camera video recording
- Video and audio tape duplication
- Limited quantity of CD burning

Procedure:

- To reserve equipment or service, call the technology help desk.
- A one-week notice is required for videotape duplication and live videotaping.
- A three-day notice is required for audiotape duplication.
- Adequate notices, authorization, and project coordination with IT staff are required for ITV and teleconferencing events.

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History: