

Media/Graphics, Duplicating and Audiovisual Services Guidelines

The purpose of the Media/Graphics, Duplicating and Audiovisual Services Guidelines is to define the responsibilities of Educational Media/Graphics, Duplicating, and Audiovisual Services as they relate to providing multimedia, printing, and audiovisual services in accordance with the mission of the College. These areas provide a variety of support services for the students, staff, faculty and administration of the College. To ensure quality and efficiency and to safeguard the resources available for the students and BCCC personnel, the following procedures will be used to handle media/graphics, duplicating and audiovisual services.

- BCCC students, faculty, staff, and administrators receive first priority in scheduling and production of College related media/graphics, print and audiovisual requests.
- The *Media Request Form* and/or *Print Order Form* must accompany all media/graphic and printing requests for the college.
- The Coordinator of Education/Media Graphics, the Coordinator of Duplicating Services and the Coordinator of Audiovisuals must be notified and agree to complete all off-campus requests before any type of media/graphics, printing work and audiovisual equipment need is considered.
- Charges for off-campus requests may be rendered as necessary. (See attachment)
- The *Off-Campus Media and Print Approval Form* must be completed and approved by the coordinator's Supervisor and the President of the College before off-campus work is considered. The *Audiovisual Equipment Checkout Form* must be completed when equipment is checked-out.
- One week's notice is required for all requests to the Media/Graphics and Duplicating Services. Notice of 72 hours is required for audiovisual equipment request and checkout.
- No video related equipment of any type is available for non-college use.
- The President of the College will resolve any exceptions.