



Media Scheduling Policy

Most media facilities on campus are scheduled through the stations located in Media Loan. Student, faculty, or staff may use the studios for academic work, once the appropriate orientation and proficiency have been scheduled and passed.

Users should submit a "Media Request Form" before the end of second week of each quarter to request facility time for the quarter. Once a Media Request Form is approved, user may schedule time up to ONE MONTH in advance. **USERS WHO DO NOT HAVE A MEDIA REQUEST FORM MAY SCHEDULE ON STANDBY ONLY (ONE WEEK IN ADVANCE).** The following facilities can be scheduled at Media Loan:

- ◆ **Video Editing (DV Linear, DV Non-Linear)**
- ◆ **Animation & Optical Printing**
- ◆ **16mm Flatbed Film Editing/Film Transfer Station**
- ◆ **Audio Mixing Benches**

Media Loan also checks out AV keys to the *Library, Lecture Halls, and Seminar II AV Classrooms*. After you schedule the time, you may check out a key for the AV facility from Media Loan on the day of your scheduled time. You need to present a TESC ID card (current quarter validation for students required) to check out key(s) or media equipment from Media Loan. Student groups who want to use the AV keys to access media equipment in these AV classrooms also need to contact Electronic Media's staff to get clearance for their Campus Production Clearance forms prior to checking out keys from Media Loan.

For standby users, the standard maximum allowable scheduling time per facility per week is **eight** hours. Each time the user may schedule up to **four hours** per block for library building facilities. Users who want to request more time than allowed must talk to Media Service staff who are responsible for the facilities. This applies to film bench editing, JK Optical Printer, 2D and 3D Animation, & Moviola Film Editing. Up to eight hours can be scheduled for all facilities in the Communication Building and the Library Building. Users who have their Media Request Forms approved can schedule more time according to their request.

COMMUNICATION BUILDING MULTITRACK AUDIO FACILITIES

1. You must fill out an "**Audio Studio Reservation Work Order**". These forms are located in the Communication building or at Media Loan. Select a time and write it on both the form and on the appropriate calendar in **Communication Building Information Office 3rd floor**. (use pencil on the calendar).
2. Put the completed form in the red "To Be Processed" box. The box is right below the blank forms.
3. Forms are processed every Monday, Wednesday, and Friday. You will know that your time has been confirmed when your penciled time on the calendar is written over in pen. (If the request is rejected, the form will be kept in box marked "unable to process" and your name will be erased from the calendar.)
4. The audio intern (ext. 5848) will reserve your equipment. Pick up your key and equipment from Media Loan before your session.

Media Loan

The Library Group

(360) 867-6253

The Evergreen State College

Olympia, WA 98505

<http://www.evergreen.edu/media/>

MUSIC TECHNOLOGY LABS

Read the Media Services on-line information (<http://www.evergreen.edu/user/media/musiclabs/electronicmusic.html>) which covers the access and proficiency testing process. If you have questions, contact the Lab Aide during posted consultation hours in COM349, ext. 6862 or 5848, or Media staff Peter Randlette.

MASTER CONTROL AND TV STUDIO

1. Patrons must contact Dave Cramton at ext. 5505 and fill out a "Video Production Work Order" (please check <http://www.evergreen.edu/media/stafflist.html> for the downloadable workorder form, or contact Dave Cramton in Lib. 1509) to schedule time. Please note TV studio is not available for 2005-2007 academic year due to library renovation project.
2. Completed forms can be left with Electronic Media front desk staff in Library 1502.
3. Receipts of processed requests will be left in the slot marked "Processed."

MULTIMEDIA LAB

The Multimedia Lab is located in Library 1404. To schedule use please contact the media production assistants at the lab during posted open hours at ext. 5455 or 6270, or read the online information at <http://www.evergreen.edu/media/MMLAB/>. All users are required to take a proficiency prior to scheduling and using the MMLab. Proficiencies are given every Monday at 4pm during academic year, but can also be arranged individually with MultiMedia Lab staff. Schedule proficiency and MML workstations at the lab in Library 1404.

PRODUCTION SUPPORT SERVICES & PHOTO SERVICES

When users want to reserve one of the Lecture Hall, Seminar spaces, or any AV classrooms to show film, video or slides, they need to call the Space Scheduling office at ext. 6314 for space reservation. They can then pick up a AV key from Media Loan to operate the smart podium or AV cabinet in these spaces. To schedule an orientation to the smart podium or AV cabinet in the lecture halls or any AV classroom call ext. 6268 or 6270, or stop by to see campus production coordinator, Diana Schlesselman, (Lib. 1503) at least **one week** in advance. You can also contact her for any other production needs such as computer interface or video taping in the lecture hall or other areas on campus.

There is no charge for any academic activities unless there is an admission charge, in which case a labor fee is required. (Please consult <http://www.evergreen.edu/media/em/mediarates2.html>.) All other non-academic campus sponsored activities will be charged for labor, and, if they charge admission, will be billed for equipment rental as well. Please refer to the Media Equipment Rental Policy or check with Diana Schlesselman at ext. 6268 about costs. For other general information, please check the web link: <http://www.evergreen.edu/media/em/>.

See Photo Services web page at <HTTP://photoarchives.evergreen.edu/portal/> for information on Photo Services and Instructional Photo scheduling.

SUMMER USE

During the Summer most facilities are closed or have limited access as a result of reduced staffing. Available media facilities often require a summer use fee and are limited to media related academic contracts and programs. Check with Media Loan or Media Services for more information. Any proficiency tests required for summer use should be obtained during the regular academic year.