

1972
F26



MEDIA SERVICES

TABLE OF CONTENTS

MEDIA SERVICES IN GENERAL	2
ADMINISTRATIVE OFFICE.....	6
EQUIPMENT DISTRIBUTION.....	8
FACULTY/STUDENT PRODUCTION CENTER.....	12
GRAPHICS.....	14
PHOTOGRAPHY.....	16
LEARNING RESOURCES.....	18
COPYRIGHT POLICIES.....	20
SUMMARY OF SERVICES.....	23

Division of Academic Affairs
Florida International University

MEDIA SERVICES

GENERAL INFORMATION

The Media Services Division of Florida International University was established to provide instructional media services to faculty, staff and students of this university.

Briefly, the services offered by Media Services are encompassed by five departments:

1. **Equipment Distribution** provides a large variety of audiovisual equipment for use by the University.
2. **Graphics** prepares all kinds of artwork, including graphs, illustrations, charts and posters, for faculty and staff.
3. **Photography** provides photographic services to faculty and staff for educational and publicity purposes.
4. **The Faculty/Student Production Center** provides an audiovisual lab area and instruction in the use of audiovisual equipment for faculty and students to produce a variety of audiovisual aids on their own.
5. **Learning Resources** produces multi-media programs (video tapes, films, slide tapes) for FIU faculty and staff.

All of these departments have offices on the Tamiami Campus. The Bay Vista Campus Media Center maintains an Equipment Distribution Department and limited production facilities for that campus. Services not available through that campus can be obtained through the appropriate office on the Tamiami Campus.

WHO CAN USE THESE FACILITIES?

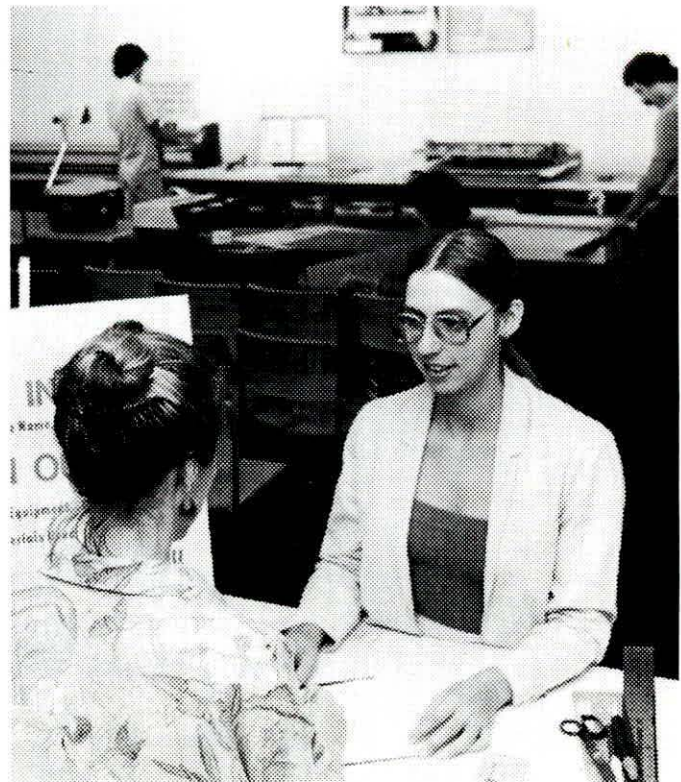
Some services, like the use of the Faculty/Student Production Center, are available to faculty, staff and students alike. Others, like the use of Equipment Distribution, are available only to faculty and staff. This handbook specifies under each department which facilities are available to staff and faculty, and which to students.

HOW TO USE THIS HANDBOOK

This handbook is divided into chapters by service unit. Open to the department which will provide the service you are looking for. If you are looking for a particular service and are not sure what department it comes under, check under "**Summary of Services**" at the end of the handbook.

Information for each department includes: general services offered; who may use its services (faculty, staff or students); what types of services will incur charges; policies and special requirements; and how to obtain services and/or information.

If charges are to be incurred, please refer to the section on "**Charges**" on Pages 4-5.



N GENERAL

MEDIA SERVICES AND THE ACADEMIC UNITS

The number one priority of Media Services is to provide instructional resources for the **academic units**. Therefore, if your unit comes under one of the Schools (Arts and Sciences, Business, Education, Public Affairs and Services, Hospitality Management, or Technology), then serving you is our primary goal.

At the beginning of every fiscal year, a portion of Media Services' budget is earmarked for use by the academic units in purchasing media materials. This is known as the **Academic Units Support Budget**.

This fund is regulated by the Media Services Administrative Office. It is used by the academic units for the acquisition of blank video and audio tapes; graphic and photographic supplies (from

Media Services' stock, not from outside sources); and the rental of films.

Please note that this is a special fund to be used solely for the above materials, whether purchased directly or used in the completion of a media job order. (See section on "**Charges**" on Pages 4-5 for instructions on the correct forms to use.)

ORDERING SERVICES

This handbook specifies under each department exactly what type of work order is required to obtain a service. However, Media Services must charge for materials used in completing an assignment, and therefore a separate requisition will be required in addition to the work order. For details on the proper requisition to be used, see the following section on "**Charges**".



CHARGES

In general, when charges are to be incurred, only three kinds of forms can be accepted. The first two forms are for the purchase of such materials as blank audio and video tape, and graphic or photographic supplies, whether bought directly or used in the completion of a job. The last form is used solely for film rental.

1. The FIU Requisition (Example No. 1)

If you come under a non-academic department, a student club or organization, an academic unit charging to a grant or an academic unit charging to its own budget - use a regular FIU requisition. This form must be signed by the authorized person on that budget before the request can be accepted. Upon completion of a service, charges will be itemized on the pink requisition copy and mailed to the requesting department for its records.

Example No. 1

BERKSHIRE BUSINESS FORMS, INC., TAMPA, FL.

4381

1. DO NOT COMBINE OCO, OPS AND EXPENSE ON SINGLE REQ. 2. RETAIN BLUE COPY FOR YOUR FILES. 3. FORWARD ALL OTHER COPIES.

74016

DATE: 10/20/80
 FROM: REQUESTOR
(INDIVIDUAL INITIATING)
 TYPIST: TYPIST
 P. O. NO. _____

FLORIDA INTERNATIONAL UNIVERSITY

DEPARTMENT REQUISITION
 CENTRAL STORES/PURCHASING

CHECK ONE ONLY
 OCO
 EXPENSE
 OPS

Authorized signature
 AUTHORIZED SIGNATURE

DEPT. NAME: 2800 PICK-UPS ONLY

ITEM NO.	CENTRAL STORES NO.	GIVE COMPLETE SPECIFICATIONS INCLUDING SIZE, COLOR, GRADE, CATALOG OR PART NUMBER, AND BRAND NAME (SPECIFY <u>QUANTITY</u> FIRST)	BACK ORDER	DEPT. NUMBER	OBJECT CODE	QUANTITY	UNIT MEAS.	UNIT PRICE	DISC. %	EXTENDED TOTAL
		ONE-LINE DESCRIPTION OF JOB (ALL PERTINENT DETAILS SHOULD BE ATTACHED -- MEDIA SERVICES WILL ITEMIZE SUPPLIES AND PRICES AFTER THE JOB IS COMPLETED.) OR ITEMIZE DESIRED SUPPLIES.		ACCOUNT NO.						THIS SECTION WILL BE FILLED OUT BY MEDIA SERVICES MAIN OFFICE.

116948 / P.O. # _____ ?

DO NOT WRITE BELOW THIS LINE

REG. NO. [1-4] MEMO ENC. NO. [7-12] FUNCY [13] VENDOR [14-22] TERMS [23] P.O. # [24] SHIP TO [25] REG. DEL. [26-31] [32-33] STANDARD [34-41] STATEMENTS [42-50]

TYPE [56] ACTION [57] BID/CONTRACT/QUOTE NO. [46-48] ATTN. [49-55] BUYER [56] LOCATION [57-63] BAL. [64] REG. DATE [65-74] JOB NO. [75-79] BLANKET [76]

FILLED BY _____ CHECKED BY _____ DATE _____
 FUND NO. _____ DEPARTMENT/PROJECT NO. _____ OBJECT CODE _____
 CARTONS RECEIVED BY _____ DATE _____

CREDITED DEPARTMENT NO.	REVENUE/OBJECT CODE	INTER/INTRA	QUANTITY	CHARGED FUND	EXPENSE CODE	AMOUNT	TYPE
							3
							3

PU-001 7/79

ACADEMIC UNITS MATERIALS REQUEST FORM

FIU MEDIA CENTER

NOTE: This form is for the purchase of materials such as blank tapes, graphic supplies and photographic supplies provided by the Media Center, for academic units use only.

NAME: PROFESSOR'S NAME DATE: 10/20/80
ACADEMIC UNIT: SCHOOL PHONE EXT.: 2800

Quantity	Description	Unit Price	Extended Total
	ONE-LINE DESCRIPTION OF JOB --	THIS SECTION WILL	
	ALL PERTINENT DETAILS SHOULD BE	BE FILLED OUT BY	
	ATTACHED. MEDIA SERVICES WILL	MEDIA SERVICES	
	ITEMIZE SUPPLIES AND PRICES	MAIN OFFICE.	
	AFTER THE JOB IS COMPLETED.		
	OR		
	ITEMIZE DESIRED SUPPLIES.		

Total Cost... \$ _____

AUTHORIZED SIGNATURE Dept Chairperson
(NOTE: Request must be authorized by Dept. Chairperson if total over \$25.)

MATERIALS RECEIVED BY _____

Example No. 2

2. The Academic Units Materials Request Form (Example No. 2)

If you come under an **academic unit** (Arts and Sciences, Business, Education, Public Affairs and Services, Hospitality Management, or Technology) and wish to charge to the **Academic Units Support Budget** (see Page 3) -- use the Academic Units Materials Request Form. If the request is over \$25, it must be authorized by the Department Chairperson. Orders under \$25 will be accepted without the Chairperson's signature.

3. Film Rental Request Form (Example No. 3)

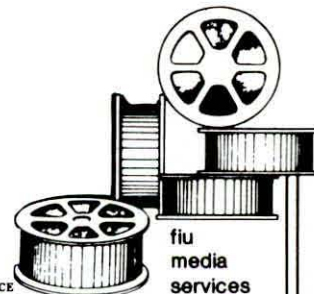
This form is used for the rental of films from outside sources. This form can only be used by **academic units who are charging to their Academic Units Support Budget** (see Page 3). Media Services is not responsible for films not rented through us. An academic unit doing its own booking is responsible for charges.

Media Services only rents films for the academic units.

Films requested for non-academic departments should be done directly through the Purchasing Department.

Example No. 3

rental request form



FILMS MUST BE REQUESTED 6 WEEKS IN ADVANCE

NAME OF FILM "HAMLET"

REQUESTED BY DR. A. PROFESSOR
(Faculty Member)

COLLEGE OR DEPT. ARTS & SCIENCES (ENGLISH DEPARTMENT)

RENTAL SOURCE AUDIO BRANDON

RENTAL PRICE \$200

DATE DESIRED 10/2/80 ALTERNATE DATE 10/9/80
(Classroom Showing)

TIME: From 4:30 PM To 5:45 PM ROOM # DM 100

AUTHORIZED BY Dept Chairperson
(DEPT. CHAIRPERSON)

PLEASE SUBMIT COPIES OF THIS FORM FOR EACH FILM DESIRED TO THE MEDIA SERVICES' ADMINISTRATIVE OFFICES, AT 136.

Original: Media
Yellow copy: Media
Pink copy: College or Dept.

ADMINISTRATIVE

TAMIAMI CAMPUS

AT-136

General Questions: 554-2812

Film Rentals: 554-2811

8:30 a.m.-5:00 p.m. Mon-Fri

SERVICES OFFERED TO FIU FACULTY AND STAFF

1. Office for the administrative functions of the Media Services Division. Handles general questions and complaints about the Media Services Division.
2. Arranges for the rental of films (for the academic units only).
3. Provides raw audiovisual material, such as blank audio and video tapes; transparencies; photographic film (limited types); and carousel trays.

CHARGES (See Pages 4-5)

1. Charge for film rentals.
2. Charge for supplies purchased directly from Media Services.

ADVANCE NOTICE REQUIRED

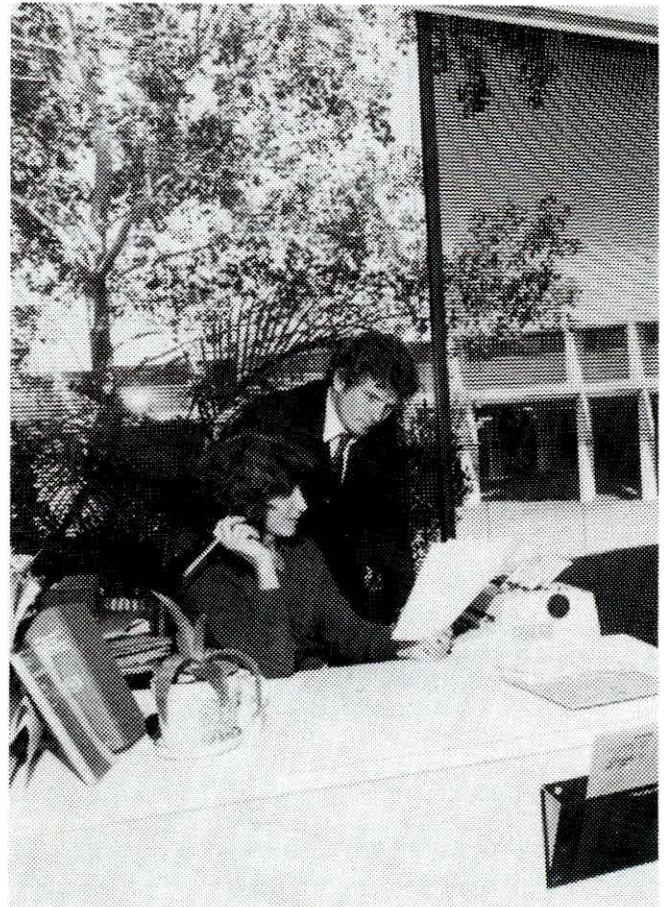
1. **Rental films must be requested six weeks in advance.**
2. Supplies can be picked up at any time, with no advance notice. However, it is a good idea to call the Administrative Office first to be sure that the supplies are in stock. **Note:** Media Services does not make deliveries. However, Bay Vista Campus requests will be sent through the shuttle.)

HOW TO REQUEST SERVICES

1. Film Rentals

This service is only offered to the academic units.

To order, a Film Rental Request Form (see Page 5) must be filled out by the pro-



fessor with all the relevant information, and authorized by the department chairperson. The completed form is sent to the Media Services Administrative Office. Here it will be processed and, upon confirmation from the distributor, the requester will be notified and arrangements will be made for delivery of the film to the classroom on the show date. **Note:** A wide range of film distributor catalogs is available in the Administrative Office for professors who wish to research possible rental films for their classes.

In most cases, previewing of films for rental purposes is not permitted by the film distributors. Professors wishing to preview films for possible purchase should contact the FIU Film Library.

OFFICE



2. Ordering Audiovisual Materials

To order raw audiovisual materials, such as blank audio and video tapes, transparencies, photographic film (limited types), and carousel trays, use the **Academic Units Materials Request Form** if you are an academic unit charging to the Academic Units Support Budget; or a regular **FIU Requisition** if you are charging to any other kind of budget (see Pages 4-5). Price quotes are available through the Administrative Office.

SPECIAL POLICIES

1. Film Rentals:

- a. Films borrowed for preview purposes are not to be used in the classroom.
- b. Media Services is not responsible for films not rented through us. An

academic unit doing its own booking is responsible for charges.

- c. Media Services only rents films for academic units. Films requested for non-academic departments should be done directly through the Purchasing Department.
- d. Rental films do not leave the custody of Media Services personnel. Rental films will be delivered to the classroom at the appointed time by Equipment Distribution. If an instructor wishes to preview the film before class time, s/he must check out the film from the Rental Clerk in the Administrative Office, view it in the Film Library (AT-132), and return the film to the Rental Clerk before 5:00 on the same day.

2. Purchase of Audiovisual Equipment by Units Other Than the Media Services Division:

- a. Audiovisual equipment purchases by any department in the university must be authorized by the Media Services Division. This is so as to avoid unnecessary duplication of equipment on campus. All paperwork for audiovisual equipment must be processed through Media Services' Administrative Office.

No request for the purchase of any equipment will be considered without both of the following:

FIU Requisition, with the following:

- type of equipment
- brand name and model
- price
- quantity
- department number

Memo, with the following justifications:

- why unit needs this type of equipment
- why it should be housed in that unit's area.

After a request for equipment has been approved, the forms will be forwarded directly to Purchasing.

EQUIPMENT

TAMIAMI CAMPUS

PC-236

554-2815

8:00 a.m.-11:00 p.m. M-Th

9:00 a.m.-7:00 p.m. Fri

BAY VISTA CAMPUS

AI-193

940-5741

8:00 a.m. - 10:00 p.m. M-Th

8:00 a.m. - 6:00 p.m. Fri

SERVICES OFFERED TO FIU FACULTY AND STAFF

1. Faculty or staff may come to the Equipment Distribution Center and check out audiovisual equipment for their classes. The Equipment Distribution Center provides a large variety of audiovisual equipment for use by the university community.
2. The Center will deliver, set up and pick up all classroom equipment requested at least 24 hours in advance.
3. The Equipment Distribution personnel do not operate the equipment for the requester. However, periodic workshops are given for instruction in equipment operation.

Video Recorder - 1/2-Inch Reel to Reel, B & W
Portable Video Recorder - 1/2-Inch Reel to Reel (3400), B & W
Video Cassette Recorder U-Matic - 3/4-Inch, Color
Video Monitors (B & W and Color)
Video Cameras (B & W only)

CHARGES (See Pages 4-5)

1. No charge for equipment use or delivery.
2. There is a charge for tapes, available from the Media Services Administrative Office.

EQUIPMENT BELONGING TO DEPARTMENT

16mm Film Projectors - Optical Sound
8mm and Super 8mm Film Projectors
Super 8mm Film Projectors - Magnetic Sound
8mm Film Loop Projectors (Technicolor Type Cartridge) - Silent or Sound - Optical and Magnetic
Caramate Slide Projector and Cassette Tape Recorder
35mm Slide Projectors
35mm Film Strip Projectors
35mm Audio Sync (Record or Cassette) Film Strip Projector
Slide Projector Dissolve Units
Overhead (Transparency) Projector
Opaque (Print) Projector
Tape Recorder (Reel to Reel) - Mono or Stereo
Tape Recorder (Cassette) - Mono Only
Tape Recorder (Cassette) with Built-In Sync - Mono Only
Record Players - Stereo and Mono
Portable Podiums

ADVANCE NOTICE REQUIRED

1. Twenty-four hours advance notice is required for all delivery and pick-up of classroom requests.

HOW TO REQUEST SERVICE

1. When equipment is to be delivered and picked up by Equipment Distribution personnel --
 - a. Call the Equipment Distribution Center at least 24 hours in advance of when equipment is needed. Information required will be department, extension number, the day and time of class (beginning and end), the building and room number, and the type of equipment needed.
 - b. Standing orders -- Classroom equipment may be ordered for the entire quarter by submitting a memo stating all the information required in 1-a above.

DISTRIBUTION

2. When equipment is checked out by faculty or staff (**on Custody**) --
 - a. Only Faculty, A&P, and Career Service staff may check out equipment for custody use, and must do so in person. The requester must present a current Faculty/Staff I.D. card.
 - b. When tapes are required by the person having custody of a piece of equipment, they may be purchased at the Media Services Administrative Office (AT-136). Used video (not audio) tapes may be borrowed from Equipment Distribution for one week only.

SPECIAL POLICIES

1. Classroom Service (Deliveries)
 - a. All classroom equipment must be ordered by Faculty, A&P, or Career Service staff only. Students must have their instructors make requests for their classroom equipment needs.
 - b. Mandatory 24-hour advance notice is required for all delivery and pick-up of classroom requests. Instructors must pick up and return equipment for classroom use if not ordered 24 hours prior to class time at the Equipment Distribution Center. (See "**Custody Procedures**".)
 - c. Deliveries are made to classrooms and conference rooms only, and only to the main buildings on campus. **No office deliveries.**
 - d. No operators are available, but periodic workshops are given for instruction in equipment operation. As time permits, the Equipment Distribution Center staff will provide instruction to individuals who request assistance during class time periods in the Equipment Distribution Center. Please do not make these requests between class



periods, as the staff is busy picking up and delivering classroom equipment.

- e. Equipment delivered by Media personnel should not be moved except by Media personnel between classrooms. If classroom assignment is changed, if the class is cancelled for any reason, if the class time is changed or altered, notify the Equipment manager or secretary immediately and the equipment will be picked up and moved.
Note: If equipment is not in the classroom it was delivered to, the police are called immediately and the requester can be charged for the loss due to negligence -- Florida Statutes, Sec. 812.01 (b, c).
- f. Usage of Media equipment in the UH Building must be requested through the Director of Student Activities. The Student Activities secretary will inform the Equipment Distribution Center of any request for this area.
- g. Equipment for the athletic complex and other outer buildings across campus must be picked up and returned by the instructor or a Career Service staff member. Do not send a student or graduate assistant for requests; they will not be given equipment.
- h. The Equipment Distribution Center will not deliver, pick up, or be responsible for any materials other than AV equipment or AV materials belonging to the Media Division. All AV materials must come via the Film Library to the Equipment Distribution Center.

2. Equipment Check-Out (Custody)

- a. Custody equipment must be signed for, picked up and returned to the Equipment Distribution Center. There is absolutely no delivery of custodies.
- b. Students may check out portable video equipment only, and only with a faculty signature, which must be done at the

Equipment Distribution Center. All video equipment will be issued on a first-come, first-served basis.

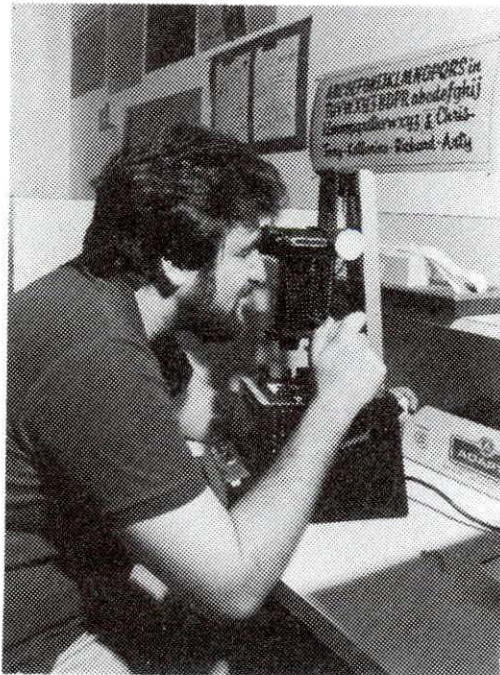
- c. Three-day maximum check-out period on all equipment.
- d. Equipment checked out on custody that is lost or stolen while away from the campus must be reported to the local police, and a copy of their report submitted to the University Property Manager, Campus Police Department, and the Equipment Distribution Center. Equipment lost or stolen while on campus must be reported to the Campus Police Department and the Equipment Distribution Center.

3. Audio/Video Tape Service Procedures

- a. New tapes may be purchased through the Media Services Administrative Office. (see "**Charges**" on Pages 4-5).
- b. Used video tapes (reel and cassettes) are available to Faculty and staff on a loan basis. Students may check out used video tapes, when available, with the authorized signature of an instructor, who must sign for it at the Equipment Distribution Center.

SERVICES AVAILABLE TO STUDENTS:

Only under conditions specified in the preceding, with the written authorization of an instructor.



FACULTY / STUDENT

TAMIAMI CAMPUS

AT-134

554-2813

8:30 a.m. - 5:00 p.m. M, Th, Fr

8:30 a.m. - 9:00 p.m. Tu, Wed

SERVICES OFFERED TO FIU FACULTY, STAFF AND STUDENTS

1. **A media and graphic arts laboratory.** A do-it-yourself area made available to all faculty, staff and students for the production of audiovisual presentations, posters, classroom aids, or anything else that involves the graphic and media arts.
2. **A teaching lab.** The Audiovisual Specialist in charge of the area is available to conduct workshops on a variety of media topics, such as photography, publication design, instructional media techniques, presentation construction and techniques, and a variety of other media production topics.
3. **A knowledgeable staff** is always on hand to assist with the operation of all the facilities, and to give advice and moral support.

EQUIPMENT BELONGING TO DEPARTMENT

NOTE: Limited production facilities are available at the Bay Vista Campus: laminator, transparency (thermofax and diazo process) production, and copy stand work.

General Equipment Available

Drafting Tables, Machines*, and Tools

Paper Cutter

Diazo Processor

Thermofax Machine

Overhead Projector

Dry Mount Press

Laminators

Light Table

Slide Projectors

Dissolve Unit

Cassette Sync Recorder

Reel Tape Recorder

Slide/Tape Viewer**

Audio Recording Unit

BAY VISTA CAMPUS

AI-336

940-5734

8:00 a.m.-4:30 p.m. Mon-Fri

Simple B/W Video Recorder System*

Color Video Playback System**

Photographic Equipment

35mm Camera on Copy Stand with Lights

Repronar Slide Duplicator*

Tripod, Lenses and Filters

Super 8mm Cameras (faculty and staff only)*

Lettering Devices

Rapidograph Pens and Guides*

Wrico and Alphaline Systems*

Leroy System

Primary Typewriter*

Speedball Pens*

Sign Press Poster Machine

Sign Ink Marker

Typewriter Photo Composing Machine*

* Tamiami Only

** Bay Vista Only

CHARGES (See Pages 4-5)

1. There is no charge for the use of any tools, devices or machines, or for instruction on their usage.
2. Charges will be incurred for transparencies, poster board, lamination film, and other such supplies used by faculty and staff. **Students must bring their own supplies to the area.**
3. Cash exchange for supplies is not permitted.

ADVANCE NOTICE REQUIRED

1. Appointments are not required for use of the Production Area for facilities, except for the copy stand and video equipment. Anyone wishing to reserve this equipment must make arrangements 24 hours in advance.

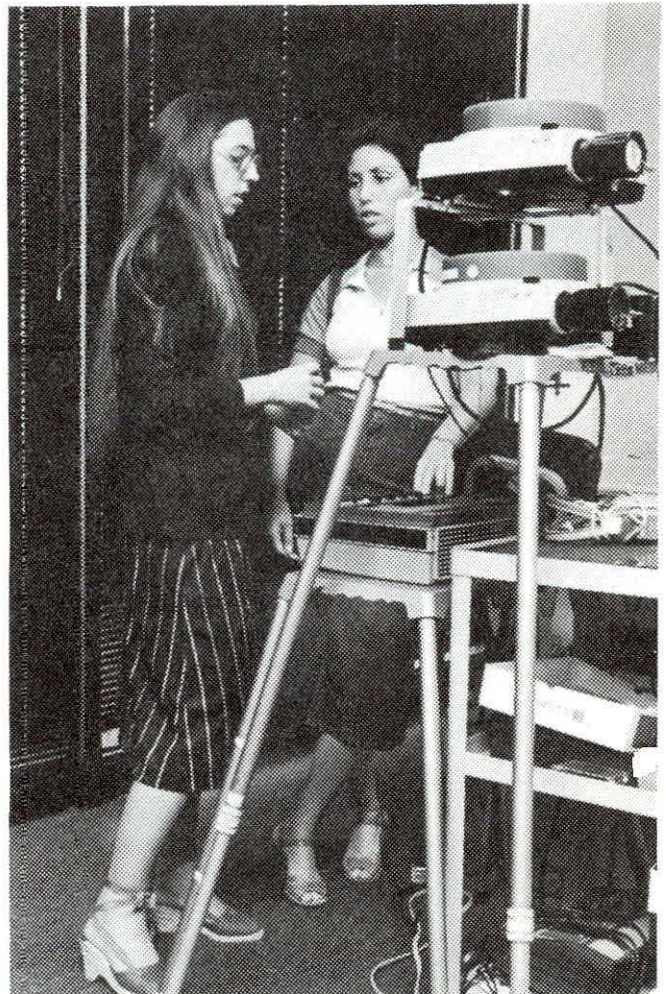
PRODUCTION CENTER

2. Faculty desiring audiovisual demonstrations for their classes should schedule a time with the Audiovisual Specialist.

SPECIAL POLICIES

1. Tools, devices or machines may not be removed from the Production area.
2. 35mm cameras are not available for student use outside the area.
3. No advance appointments are necessary, except to use the copy stand or video equipment.
4. Audiovisual workshops must be scheduled in advance with the Audiovisual Specialist.
- 5 **Video Equipment**
 - a. The video equipment housed in the Center is available only to FIU faculty, staff and students for creative video productions.
 - b. Black and white video camera, reel-to-reel recorder (with built-in editing capability), TV monitors, cables, microphones, and stand are available for use only in the Center (AT-134).
 - c. The equipment available in the Center is older equipment and must be used and operated with this fact in mind.
 - d. Only trained users may operate the equipment.
 - e. Staff members are available during regular operating hours to train potential users in the complete operation of the equipment, and to assist the user throughout the production.
 - f. An Audiovisual Specialist is available to assist the producer with the script development, graphic design, etc., prior to production.
 - g. Users must operate the equipment themselves, or have someone who will operate the equipment for them in order to complete their presentation.
 - h. The Center's staff is not responsible for operating the equipment (camera, recorder, etc.) during the production, but will be available for advisory and technical assistance.

- i. The Center cannot assume responsibility for the quality of the finished product.
- j. If the student wishes to keep the tape, s/he must provide his/her own tape before recording, or replace the borrowed tape with one of similar quality and length.
- k. Upon completion of the production, the user may sign out the recorded video tape on custody, and must return the tape after playback.
- l. Equipment needed for playback must be checked out by the student's professor from Equipment Distribution (see Pages 8-11).



GRAPHICS

TAMIAMI CAMPUS

AT-135

554-2814

8:30 a.m.-5:00 p.m. Mon-Fri

SERVICES OFFERED TO FIU FACULTY AND STAFF

1. Designs and creates visual educational aids for faculty and staff.
2. Prepares artwork for transparencies, slides, video or slide presentations used for FIU educational purposes.
3. Prepares illustrations, graphs or charts for faculty and staff to accompany articles for publications approved by FIU.
4. Designs flyers and posters to advertise courses and/or academically sponsored speakers, concerts, programs, etc.
5. Designs certificates of appreciation, completion, attendance, etc.
6. Designs logos for university-related institutes or programs.

CHARGES (see Pages 4-5)

1. Supplies used in completing the job order will be charged.
2. No charge for labor.

ADVANCE NOTICE REQUIRED

1. A minimum of ten working days **from the time the requisition is received** is required for the completion of most projects. Extensive projects may require more than two weeks to complete.

HOW TO REQUEST SERVICE

1. The requesting department should place an order in person with the Graphics Department, so that the illustrator can obtain a clear idea of the project. At that time, the requester should bring both the proper requisition (see "**Charges**" on Pages 4-5) and, on a separate sheet of paper, any copy



and specific details in typewritten form. Requests from the Bay Vista Campus may be mailed directly to the Graphics Department.

2. When the job order is completed, the Graphics Department will contact the requester to pick up the project. The Graphics Department will not make deliveries. The only exception is that completed assignments for the Bay Vista Campus will be sent via shuttle.

SPECIAL POLICIES

1. Orders will not be accepted without the proper requisition. (See "**Charges**" on Pages 4-5.)
2. Copyrighted materials cannot be duplicated without the proper release forms. (See chapter on "**Copyright Policies**".)

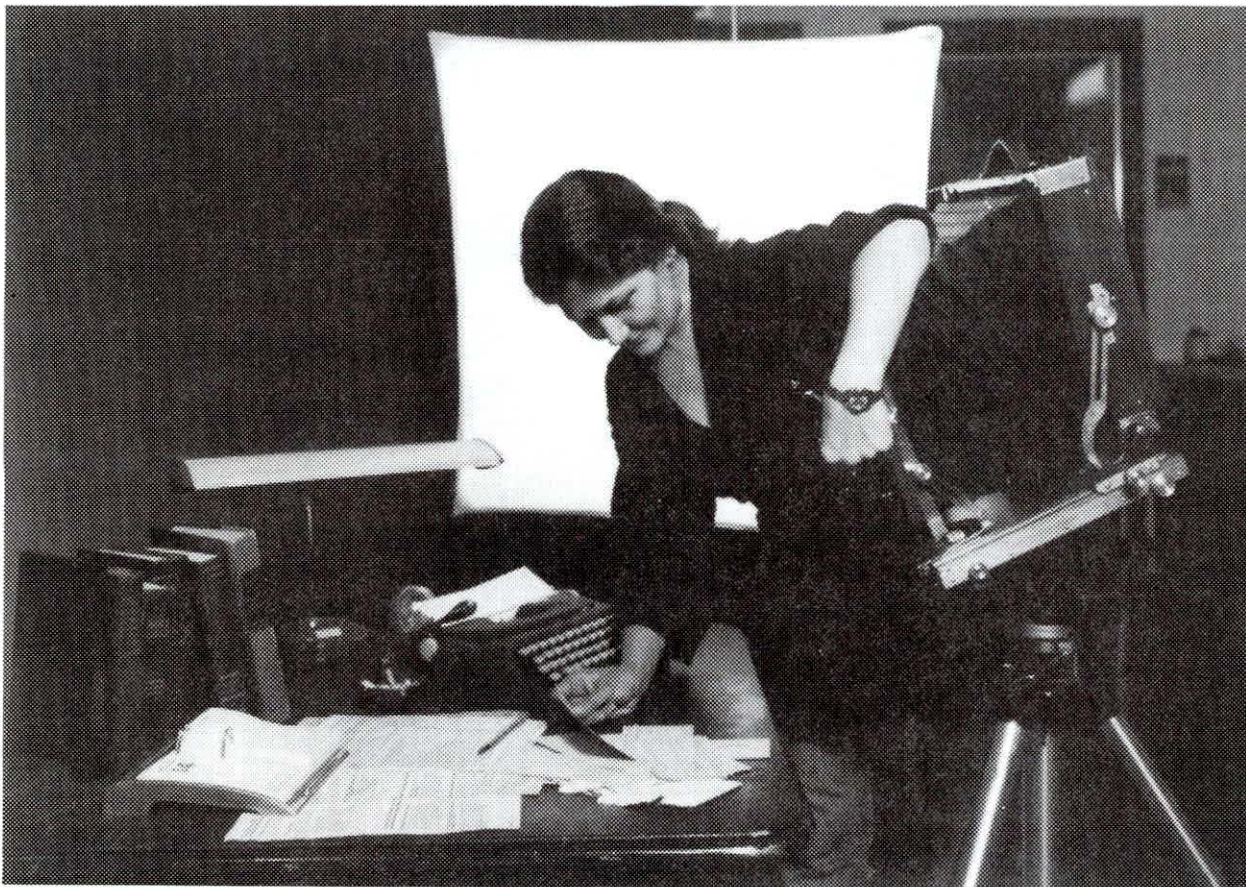


3. The Graphics Department will not accept orders over the phone. Orders must be hand-carried to the department, and the details discussed with the illustrator. The only exception is that orders from the Bay Vista Campus may be sent via inter-office mail, if accompanied by the proper paperwork.
4. The Graphics Department will not pick up orders nor make deliveries of completed assignments.
5. If any corrections must be made on completed graphics jobs, a complete new work order must be completed by the correcting illustrator.
6. Non-instructional posters such as "No Parking" and "No Smoking" will not be done by the Graphics Department. A poster machine is available in the Faculty/Student Production Center (AT-134).



SERVICES AVAILABLE TO STUDENTS: None.

PHOTOGRAPHY



TAMIAMI CAMPUS

VH-143

554-2809

8:30 a.m. - 5:00 p.m. Mon-Fri

SERVICES OFFERED TO FIU FACULTY AND STAFF

1. Provides still photographic services to faculty and staff.
2. Shoots black/white and color print film and slides for educational and publicity purposes.

CHARGES (See Pages 4-5)

1. No charge for labor.
2. Supplies and processing will be charged to the requesting department.
3. Travel expenses will be charged to the requester if it is a non-academic unit, or an academic unit **not** charging to its Academic Units Support Budget (see Page 3).

ADVANCE NOTICE REQUIRED

1. Shooting Assignments:

- a. Weekend shootings require 72 hours advance notice.
- b. Night shootings require 48 hours advance notice.
- c. Shootings during regular working hours may be scheduled on the same day, subject to previously scheduled work.
- d. In the event of scheduling conflicts, the Director of Instructional Graphics will decide priority.

2. Processing Services

- a. All **color work** (i.e., prints, transparencies) is processed off-campus by commercial labs and is consequently subject to their work schedules. The Photography Department will make pick-up and delivery runs once a week on Wednesdays at 3:00 p.m. Slide work requires five working days; print work

requires ten working days. These are the labs' time requirements, not Media Services'.

- b **Black and white work** is processed in-house and consequently is not subject to such stringent time restrictions.

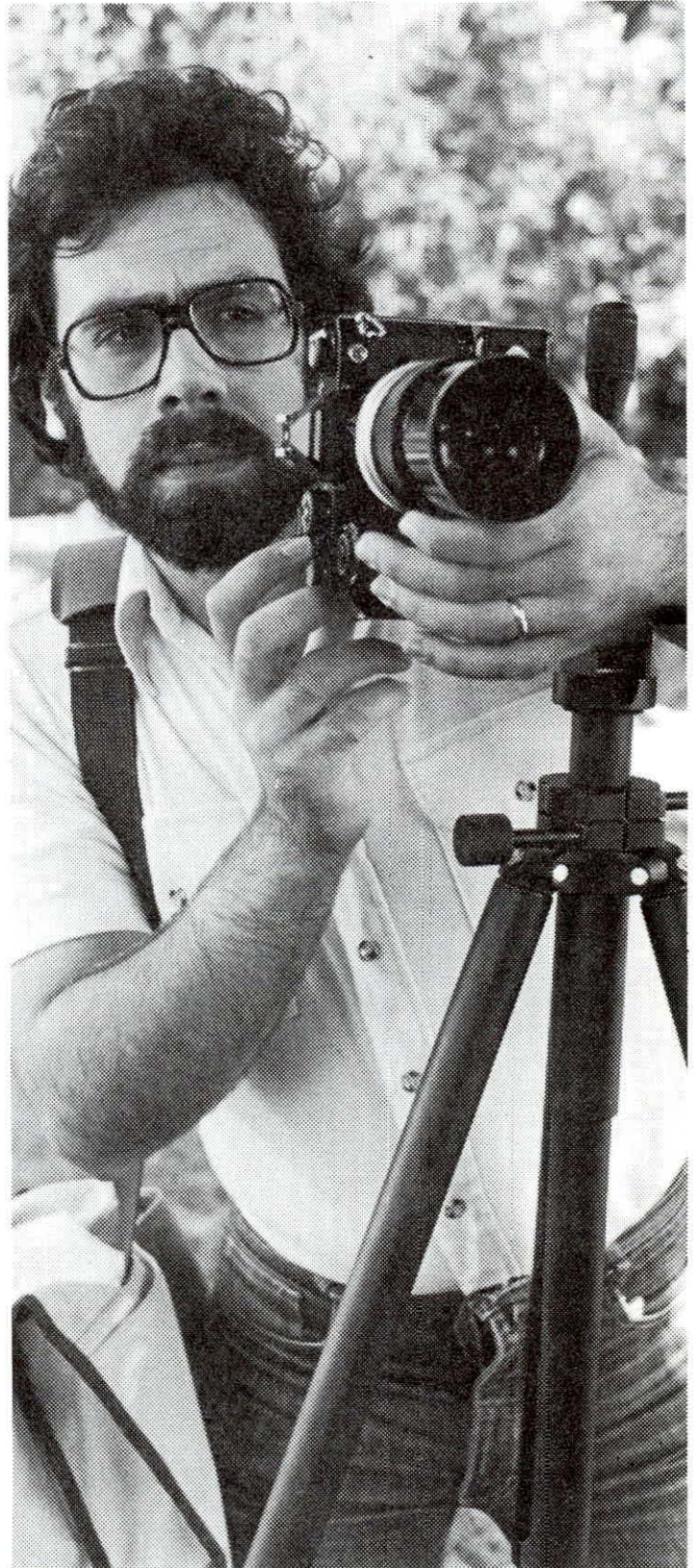
HOW TO REQUEST SERVICE

1. Requisitions (see "**Charges**" on Pages 4-5) must be submitted with the appropriate signature on the order.
2. Specific instructions (i.e., time, place, subject, type of film, etc.) should be attached to the requisition.
3. Orders should be sent to the Photography Department.

SPECIAL POLICIES

1. Copyrighted materials cannot be duplicated without the proper release forms. (See chapter on "**Copyright Policies**".)
2. The Photography Department will take no action on job requests until the proper paperwork is in their possession. (See "**Charges**" on Pages 4-5.)
3. If the photographer is required to travel to a shooting assignment, then the requesting department must issue a Travel Authorization Request (TAR) and a State Travel Voucher for the photographer. This policy does **not** apply to academic units requesting through the Academic Units Support Budget (see Page 3).

SERVICES AVAILABLE TO STUDENTS: None.



LEARNING

TAMIAMI CAMPUS

VH-247

554-2820

8:30 a.m. - 5:00 p.m. Mon-Fri

SERVICES OFFERED TO FIU FACULTY AND STAFF

1. Produces multi-media programs (videotapes, slide-tapes) for FIU faculty and staff.
2. Provides pre-production consultation, script writing/editing, storyboarding, studio and remote video capability (color only).
3. Provides post-production video editing ($\frac{3}{4}$ -inch U-Matic), audio mixing, slide-tape programming.
4. Provides consultation for faculty on utilization of modern technology for instructional purposes.

CHARGES (See Pages 4-5)

1. No charge for labor during regular working hours.
2. Charges for supplies and incidental production expenses incurred on behalf of the assignment.
3. Travel expenses will be charged to the requester if it is a non-academic unit, or an academic unit **not** charging to its Academic Units Support Budget (see Page 3).

ADVANCE NOTICE REQUIRED

1. Generally, video and slide-tape productions should be scheduled eight weeks in advance. Lead time may be reduced to six weeks for projects which already have a



RESOURCES

Example No. 4

LEARNING RESOURCES # _____
 PRODUCTION REQUEST

REQUESTER _____ EXT. _____ DATE RECEIVED _____ DATE DUE _____
 DEPARTMENT _____ DEPT. ACCOUNT NO. _____ TAMAMI RAY VISTA

AUDIO **NOTES**

AUDIO RECORDING (Indicate format, subject and participants.) _____
 AUDIO DUPLICATION (Indicate format, and label all tape.) _____
 AUDIO EDITING (Label all tape.) _____

VIDEO **NOTES**

VIDEO CASSETTE RECORDING (Indicate time/place/event.) _____
 VIDEO DUPLICATION (Label all tape.)
 VCR to VHS
 VCR to VCR
 VHS to VCR
 VCR = 3/4" Cassette; VHS = 1/2" Cassette
 VIDEO EDITING (Include all videotape required for final program, and label all tape.) _____

MIXED MEDIA **NOTES**

SLIDE/TAPE _____
 VIDEO PROGRAM _____
 OTHER _____

FOR COMPLICATED PRODUCTIONS, YOU WILL BE REQUIRED TO COMPLETE A PROGRAM PROPOSAL FORM.

The following is to be completed by the Learning Resources Office.

SCHEDULED PRODUCTION DATE/TIME _____ REQUISITION NO. _____
 DATE COMPLETED _____ TOTAL MAN HOURS _____
 EXTRA EXPENSES _____

prepared script.

- Forty-eight hour notice is required for videotape and audio tape duplication.

HOW TO REQUEST SERVICE

Faculty and staff wishing to use the services of the Learning Resources Office must make a formal request by completing a **Production Request Form** (Example No. 4) for simple tape duplicating, or a **Program Proposal Form** (Example No. 5) for more complicated productions. **If you have any questions concerning the procedure or how to complete the forms, please call the Learning Resources Office (Ext. 2820).** These forms may be picked up in the Media Office (AT-136).

SPECIAL POLICIES

- Trained Learning Resources staff operate equipment. This is **not** a do-it-yourself operation.

Example No. 5

PROGRAM PROPOSAL
 LEARNING RESOURCES
 MEDIA SERVICES DIVISION

PAGE ONE -- FOR CLIENT TO COMPLETE

GENERAL INFORMATION

REQUESTER: _____ EXT. _____
 DEPARTMENT: _____ ROOM NO. _____
 TITLE: _____
 UNIVERSITY ACCOUNT NO: _____ REQUESTED DUE DATE: _____
 GENERAL TOPIC: _____
 INTENDED USE/AUDIENCE: _____
 SUGGESTED MEDIA FORMAT: SLIDE/TAPE VIDEO OTHER: _____
 PROPOSED LENGTH: _____
 OBJECTIVES: _____
 DESCRIPTION OF CONTENT: _____

PLEASE CHECK CATEGORIES REPRESENTING POTENTIAL EXPENSE FOR YOUR PROJECT:

SOFTWARE (AUDIO AND/OR VIDEO TAPE, FILM, ETC.) OUTSIDE TALENT (SUCH AS NARRATORS)
 TRAVEL O.P.S. OVERTIME
 PER DIEM POST PRODUCTION SERVICES (TIME-BASE CORRECTION, CHARACTER GENERATION)

UNIVERSITY REQUISITION NO. _____

- Because of the time and resources expended in a major video or multi-media program, the Media Department reserves the right to accept or reject individual projects based on the academic needs and priorities of the University and the available resources of the Learning Resources Department.
- Facilities in Learning Resources are here for faculty and staff use only.
- The Video Studio (VH-245) is not to be used without the Head of the Learning Resources Department or his/her assistant there to supervise.
- Copyrighted materials cannot be duplicated without the proper release forms. (See chapter following on "Copyright Policies".)
- If travel is required for an assignment, the requesting department must issue a Travel Authorization Request (TAR) and a State Travel Voucher for all Learning Resources staff involved. This policy does **not** apply to academic units requesting through the Academic Units Support Budget (see Page 3).

SERVICES AVAILABLE TO STUDENTS: **None.**

COPYRIGHT

FLORIDA INTERNATIONAL UNIVERSITY

A REQUEST TO REPRINT/REPRODUCE MATERIAL COVERED BY COPYRIGHT

COPYRIGHT OWNER
Box must be completed
with full name and
address.

FLORIDA INTERNATIONAL UNIVERSITY

MEDIA SERVICES

CERTIFICATION FOR DUPLICATION RELEASE

Liability Under the Copyright Law --
YOU ARE ACCOUNTABLE!!

Author(s) _____

Title _____

Periodical Title (if applic.) _____ Vol. _____ Date _____ Pages _____

Publisher _____ Place _____

Figure No. _____ or Table No. _____ Page _____

Permission is requested to reprint/reproduce the copyrighted material(s) described above _____ or on the attached list (in triplicate) _____.

Form in which material is to be duplicated: Photographic slides Videotape
 Photographic Print Overhead Transparencies

Material is to be used for: Classroom teaching for an FIU course Research
 Other _____

Requestor's Name _____ Date _____

College _____ Department _____

RESPONSE OF COPYRIGHT OWNER:

- Permission granted as requested
- Permission granted as corrected or annotated.
- Permission is denied.
- Permission granted with conditions (must be attached).
- Alternatives are attached.

Additional comments: _____

Signature _____

Date _____

Copyright Owner: Please return to Requester and College/Department as specified above, Florida International University, Tamiami Trail, Miami, Florida 33199.

Example No. 6

The revised Copyright Law (P.L. 94-553) which took effect January 1, 1978, affects the copying and/or reproduction of materials by individuals and several units of FIU. In the area of audiovisual materials, the law is less certain than in the case of library photocopying; and while the "fair use" and other exemptions of the law apply in some cases, there are other instances, such as the unauthorized copying of television programs and motion pictures, in which no exemption applies.

The attached information describes the FIU policies regarding the handling of copyrighted materials within Media Services, particularly the duplication or reproduction of copyrighted materials. These policies have been developed

I. I certify that I am aware of the provisions of the Copyright Law (P.L. 94-553), and that this request for duplication is made in compliance with the Copyright Law.

In signing this certification for duplication, I accept liability for any copyright infringements which may be incurred by its existence or use.

Requestor's Name _____ Date _____

MATERIAL TO BE DUPLICATED

Author(s) _____

Title _____ Page No. _____

Medium in which the material will be duplicated _____

Copyright notice to be affixed to the duplicated material. (This is required by law, and no copies will be made unless this information is provided):

© _____ Date _____ Copyright Owner _____

Duplicating Unit: Photo Graphics AV Equipment
 Engineering Faculty/Student Production Center
 Learning Resources

By: _____

II. Written permission has been received from the copyright owner. Copy of permission is attached.

Example No. 7

with the advice and cooperation of the University Attorney to avoid infringement of the copyright law. This information is not intended to be a legal interpretation of the law, but does include some "do's" and "don'ts", and briefly outlines the procedures which will be followed by Media Services in matters pertaining to copyrighted materials.

It is the responsibility of the requester to obtain permission for the use of copyrighted materials or to certify that the intended use is within the "fair use" provisions of the law. Any questions regarding the copyright law will be referred to the University Attorney for legal interpretation.

POLICIES

MOTION PICTURE FILM:

1. No films will be copied, either to film or to videotape, except for some public domain films, or with express authorization from the copyright owner.
2. Forms will be provided for requests of this nature, and must be completed by the faculty member who requests this duplication. (See Example No. 6)

PHOTOGRAPHY AND GRAPHICS

1. Generally, any reproduction of material which is covered by copyright will require permission from the copyright owner.
2. A single copy per book, periodical, or newspaper may be made of a chart, graph, diagram, drawing, cartoon or picture for a teacher for his or her scholarly research or use in teaching or preparation to teach a class.
3. A slide or overhead transparency made from a book, periodical, or newspaper for use in classroom teaching is considered to be in the same category as those mentioned before, and in the case of multiple copying require permission of the copyright owner.
4. Each copy should include a notice of copyright.

MUSIC AND RECORDINGS

1. Media Services will copy music from records or tapes only if the requester acquires permission.

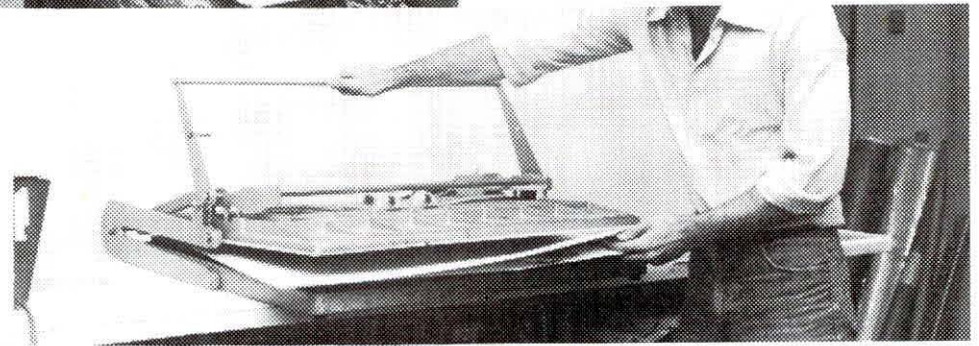
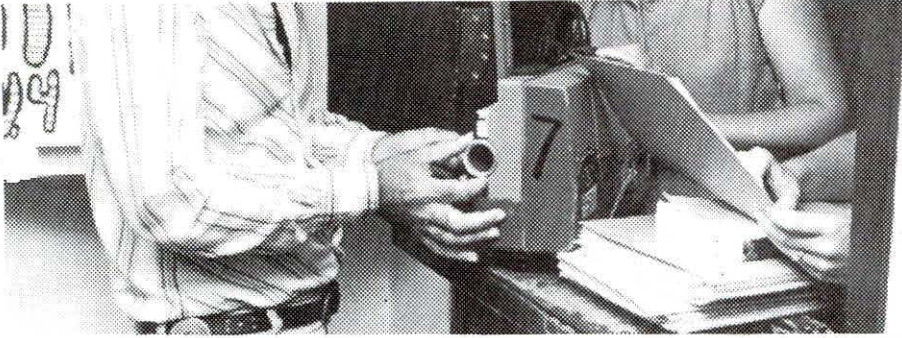
GENERAL

1. **The burden for copyright compliance is on the requester who will actually use the materials.** The copyright law concerns itself mainly with the **use** of copyrighted materials. The University cannot monitor or control the use of these materials beyond advising users of the legal liabilities involved in the improper use.

Persons requesting the copying of copyrighted materials, in any form, will be required to sign a release stating that (a) permission has been received from the copyright owner(s), and that he or she accepts responsibility for liability; or (b) that the intended use of the materials is within the "fair use" provisions of the law. Release forms will be provided. (See Example No. 7.)

Requests to copy will be denied if they are obviously a concerted or systematic scheme to violate copyright laws.

The law explicitly states that copying cannot be directed by a higher authority, where such copying would constitute an infringement of the copyright law.



Summary of Services

CONTACT EQUIPMENT DISTRIBUTION FOR

Ordering audiovisual equipment (projectors, recorders, record players, podiums) for class or special events.

Checking out equipment for an off-campus class.

CONTACT THE ADMINISTRATIVE OFFICE FOR:

Purchasing new tapes (audio and video), transparencies, film, and carousel trays.

Rental of film for class use. (For **purchase**, contact the Film Library.)

Questions concerning prices or general information about Media Services.

Complaints.

CONTACT THE FACULTY/STUDENT PRODUCTION CENTER FOR:

Making your own poster or classroom visual aid.

Laminating your own picture.

Arranging a workshop on a media topic.

Making your own transparencies.

Using lettering aids.

Student's producing artwork for a class project.

CONTACT GRAPHICS FOR:

Creation of a visual aid for instructional use, including illustrations, graphs and charts.

Creation of flyers, posters, certificates and logos.

CONTACT PHOTOGRAPHY FOR:

Shooting of a university event for publicity or educational purposes.

Having slides or prints made.

Having a photograph taken.

CONTACT LEARNING RESOURCES FOR:

Producing a slide/tape or videotape presentation.

Videotaping a demonstration.

Editing an audio/video tape.

Produced by: Media Services

