

SOUTHWESTERN COMMUNITY COLLEGE	INSTRUCTIONAL MEDIA SERVICES	Policy 5.02.02
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A Media Services Work Order must be completed for all requests for design, typesetting, offset printing and duplicating. After the request is approved by the appropriate supervisor, the form shall be forwarded to the Public Relations Officer for review. Other services offered include: booklet binding, dry mounting and laminating, poster and sign making, name plate engraving, and transparency making. No deadline can be guaranteed, but every effort will be made to meet deadlines.

An Audiovisual Work Order must be completed for all requests for audiovisual or computer projection equipment set up, minor equipment repair, and audio-video taping. The form shall be forwarded to the Educational Technology Specialist. There should be lead time to arrange equipment set up in the event that there are schedule conflicts. Every effort will be made to fill requests and meet deadlines.

Adopted: April 2001

Revised: January 27, 2015