

LAVALLEY LAW LIBRARY MEDIA SERVICES

ALL MEDIA SERVICES POLICIES -- ALL PATRONS

Media Services Contact Information

We prefer that you contact us through the LAWAV email account because all Media Services staff members have access to the LAWAV account. You may access the LAWAV account through your email directory or by typing "LAWAV" (without the quotes) then typing "@utoledo.edu" (without the quotes) for the email address. If you do not use the LAWAV email account it may impact our ability to provide service to you.

Ryan Overdorf, the Electronic & Media Services Librarian, manages the Media Services unit. If you have any questions, comments, complaints, etc. regarding available services or service policies, please contact him by phone at (419) 530-2759 or by email at Ryan.Overdorf@utoledo.edu. Please do not use Ryan's contact information for service requests because only Ryan has access to his own email account.

General Policies Applicable to all Services

The LaValley Law Library Media Services unit provides various technological equipment and services to authorized users in accordance with the unit's service level policies.

Media Services does not authorize or schedule the use of College of Law facilities. Only the College of Law administration has this authority.

Media Services does not provide non-technological equipment (e.g., tables) and services.

Policies Applicable to Events

Instructional Training for Events

Media Services will provide instructional training on facility equipment for all events involving UT Law faculty, staff, student organizations or use of UT Law facilities by non-UT Law parties.

UT Law faculty, staff, or student organizations must make special arrangements with Media Services for instructional sessions held outside of normal business hours.

Authorized non-UT Law parties must meet with Media Services during normal business hours except by special arrangement with an appropriate member of the College of Law administration.

Setups for Events

Media Services will provide setups for all events involving use of UT Law facilities during normal business hours.

UT Law faculty, staff, or student organizations must make special arrangements with Media Services for setups held outside of normal business hours.

Authorized non-UT Law parties must meet with Media Services during normal business hours except by special arrangement with an appropriate member of the College of Law administration.

Staffing for Events

Media Services will provide staffing for all on site events sponsored by UT Law or on site events in which UT Law faculty or staff participate. The Electronic & Media Services Librarian may assign one or more Media Services staff to events, depending on availability and need. These staff members may be student multimedia assistants.

UT Law student organizations must make special arrangements with Media Services to staff an event. Staffing will be provided only if staff members are available.

Media Services will not staff authorized non-UT Law events except by special arrangement with an appropriate member of the College of Law administration.

Event Videotaping

Media Services rarely videotapes events. The Electronic and Media Services Librarian will consider a variety of factors in determining whether to videotape an event. These factors include the following:

- The archival value of the event, including the potential audience for a recording
- The availability of staff for operating the video camera and other video production tasks
- Whether UT Law sponsored the event
- Whether UT Law faculty, staff, or students participated in the event
- Whether or not videotaping has been specifically requested
- A request for videotaping does not guarantee that videotaping will occur.

For more information on videotaping, please see the Video Production section.

Training, Setups, and Troubleshooting for Classes

Media Services will provide instructional training on classroom equipment to any UT Law faculty or staff member; however, training opportunities may be unavailable during busy periods.

Media Services will provide setups for all classroom equipment to any UT Law faculty or staff member.

Media Services will provide instructional training and/or setups on classroom equipment to law students if they are going to use the equipment for class-related purposes.

Special arrangements must be made with Media Services for instructional training and/or setups held outside of normal business hours.

Media Services cannot provide staffing for classroom equipment operation. However, Media Services will respond immediately to problems if staff members are available.

Class Audio and Video Taping Guidelines

1. The professor must request the recording.
2. Media Services will provide audio tapes and an audio cassette player for audio recording unless video taping is pedagogically necessary (e.g., for student performance in Trial Practice).

3. Flex courses receive first priority. A request for a first priority audio taping supersedes any lower priority request.
4. Rescheduled classes or regularly scheduled classes for which the professor will be absent receive second priority. A request for a second priority audio taping supersedes any third priority request, but can be superseded by a first priority request.
5. Regularly scheduled classes for which a student will be absent receive third priority.
6. No other classes will be audio taped except by special arrangement with the appropriate member of the College of Law administration.
7. Media Services cannot provide delivery or pickup services for any audio taping on behalf of a single student. Professors or a professor's designated representative must pick up audio tapes and an audio cassette player from the circulation desk 15 minutes before class and return the equipment 15 minutes after class.
8. Media Services provides pickup or delivery services for audio taping on behalf of an absent professor or rescheduled classes only if sufficient staff is available. If staff is not available, professors or a professor's designated representative must pick up audio tapes and an audio cassette player from the circulation desk 15 minutes before class and return the equipment 15 minutes after class.

Classroom Media Circulation Policies

1. All classroom videotapes and audiotapes will be placed on two-hour reserve at the circulation desk. The Library requires a minimum of one week for processing. Additional time may be required, depending on staff availability.
2. The Library will check ID and require students to sign in if the faculty member provides a class list, attendance sheet, or other list of approved students. If a list has been provided by the faculty member, the Library will refuse to check out classroom media materials to any student lacking ID or to any student not on the list.
3. The Library will recycle, erase, or destroy the recordings at the end of every semester, unless other arrangements have been made with an appropriate member of the College of Law administration.

4. The Library will not place any restrictions on classroom media circulation other than those specified above and will turn over to the faculty member or other authorized individual any recordings that require additional restrictions.

Video Production

Classes

Media Services will not videotape classes unless videotaping is pedagogically necessary (e.g., for student performance in Trial Practice). Media Services will deliver, setup, and pickup a VHS video camera for class video tapings. Media Services can copy VHS videotapes to other VHS videotapes if sufficient staff and time is available.

Media Services requires a minimum of one week to copy class VHS videotapes. Additional time may be required depending on staff availability.

Events

Media Services videotapes only a few events. These are primarily major events such as the Charles W. Fornoff Moot Court Competition Finals and the Great Lakes Water Conference. Media Services digitizes VHS videotapes and produces DVDs of events. For major events this may include use of two video cameras. When speakers use PowerPoint, Media Services may insert slides digitally onto the DVD.

Media Services requires a minimum of three weeks to produce event DVDs. Additional time may be required depending on staff availability.

Computer Lab Policies

General Usage Policies

The University of Toledo College of Law computer lab is a closed lab.

The computer lab is intended primarily for College of Law instructional training and individual class-related use. A patron using a computer for other purposes may be asked to defer to a patron needing a computer for College of Law

instructional training or individual class-related use. Certain instructional trainings may take precedence over individual class-related use.

Individuals who are being disruptive will be asked to cease the disruptive activity or leave the lab. A disruption occurs when an individual's activities interfere with another person's legitimate use of the computer lab.

Service Level Policies

Media Services has limited staffing and provides staffing in the computer lab only when other duties allow.

Media Services will fill printer paper and perform computer maintenance only when other duties allow.

Media Services will provide polite customer service in response to all questions.

Laptop Policies

Laptop policies are under development.