

## LAVALLEY LAW LIBRARY MEDIA SERVICES

### CLASSROOM POLICIES

#### **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 A request for a second priority audio taping supersedes any third priority request, but can be superseded by a first priority request.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 the 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.