



UC San Diego

Policy & Procedure Manual

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I&R SERVICES

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SUPPLEMENT I-D

LECTURE ROOM SCHEDULING AND AUDIO-VISUAL SERVICES FOR SCHOOL OF MEDICINE

I. AUDIO-VISUAL SERVICES

A. GENERAL

This unit offers a full range of audio-visual services and equipment for classes in the Basic Science and the Medical Teaching Facility buildings. Services for School of Medicine Core Curriculum Courses and Electives Classes are subsidized. Departmental seminars and meetings will be serviced per request on a recharge basis.

Location: Room 260/262, Medical Teaching Facility

Hours: Monday through Friday
8:00 a.m. to 4:30 p.m.

Telephone: Ext. 42736

II. PROCEDURE

The seven conference rooms and two lecture halls in the Basic Science Building, as well as the eight conference rooms and four classrooms in the Medical Teaching Facility, are controlled by the OLR Scheduling Office.

A. Authorized Users

1. Services are available to faculty and staff of the School of Medicine on a first come first served basis, with priority given to core curriculum classes if necessary.
2. Medical School students may request the services of the audio visual services unit for required classes or presentations which are part of the core curriculum.

B. Responsibility

Users of Audio-Visual equipment are responsible for its care while it is in their possession from the time of check-out or delivery until returned by the user or picked up by an Audio-Visual employee. Users are personally responsible for charges against their budget

number, including charges for late cancellations. Due to security considerations, special authorization is required for access to projection booths.

C. Users Priority

1. Requests in direct support of School of Medicine core course curriculum and elective courses will be given first priority in all cases involving both labor and equipment. Course title and number will be required at the time the request is made.
2. Requests in support of administrative, extracurricular or general institutional activities, research grant meetings, Continuing Medical Education post graduate courses or any other University program.

D. Procedures

1. Requests may be placed by telephone (unless written authorization is required), by memo, or in person. All requests must contain requestor's name, user's name, department, budget number, job date, start time, end time, location, equipment needed and services desired.
2. Every effort will be made to fulfill all requests, however, because of the limit of equipment and staff, early notice will assure that the best possible scheduling and service are provided.

III. RATES AND SERVICES

- A.** No charge is made for the use of rooms.
- B.** Please call the Audio Visual office, ext. 42736, for the recharge rates. Equipment available includes projectors, tape recorders, screens, etc. Equipment rates are available upon request from this office.