



UC San Diego

Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

I&R SERVICES

Section: 130-1.2 SUPPLEMENT II-C

Effective: 02/22/1989

Supersedes: 03/03/1975

Review Date: TBD

Issuance Date: 02/22/1989

Issuing Office: Office of Learning Resources

SUPPLEMENT II-C

STILL PHOTOGRAPHY

- I. This unit provides consultation, scripting, television production, recording, playback, duplication, broadcast transmission and repair services as well as audio recording, editing and duplication. The same services are provided to the general campus with exception of video playback services. (These services are provided by campus Audio-Visual Services). Television services can be provided in OLR's facilities or on location.

Through a microwave link to a county-wide ITFS system, OLR-TV is able to provide broadcast service to all campus requestors wishing to broadcast into the surrounding community. Teleconferencing via satellite reception is also available. Individual or group instruction on the use of equipment is provided. To arrange for these services, contact the office shown below.

Location: Room B315, Basic Science Building
Hours: Monday through Friday
8:00 a.m. to 4:30 p.m.
Telephone: Ext. 44133 or 44134

II. AUTHORIZED USERS

- A. Services are available to faculty, staff, registered student organization, and, upon written approved request, to students who must perform an assignment for a scheduled course.
- B. Equipment and services are available off campus for any event sponsored by the University, or for any use which is in direct support of a University program.
- C. Student organizations are not eligible for off campus services.

III. RESPONSIBILITY

- A. Users of equipment checked out from OLR-TV are responsible for the loss of, or damage to, that equipment while it is in their possession. Equipment is in the user's possession from the time of check out or delivery until one of the following occurs:
1. The time it is returned to OLR-TV.
 2. The time, specified by the user at least one working day in advance, when it is to be picked up by OLR-TV personnel.
 3. The time it is picked up by OLR-TV personnel.

IV. USER'S PRIORITY

Requests are given priority in the following order:

- A.** Requests in direct support of departmental instruction or non-sponsored research, provided the course title and number or non-sponsored research title is given when the request is made. These requests are referred to as instructional requests.
- B.** All others which are referred to as non-instructional requests.

IV. PROCEDURES

- A.** Requests may be made by telephone or in person, unless written request is required as in paragraph II.A. above. (It is recommended that all requests be followed up by a written request to establish that the request was made.) Written or verbal, the request must include budget number, requestor's name, department and details such as nature of the program, location, format and any other information that will assist OLR-TV in arranging the needed services.
- B.** Please allow at least one working day's notice for video playback within the Medical School.
- C.** Please allow at least three working day's notice for video recording of special events, class activities or off the air.
- D.** Full scale production schedules are established by consultation.

IV. COST OF SERVICES

Please contact the Television Service Unit, ext. 44134, for the professional staff labor rates.