

TECHNOLOGY SUPPORT SERVICES/MEDIA SERVICES  
For Arts and Science Classes video projects

# HOUSE RULES

615-322-4855

Technology Support Services is the audio-visual center for the College of Arts and Science. Equipment is available to be checked out for Arts and Science classes.

Technology Support Services is located in the basement of Buttrick Hall, 001 Buttrick, and can be accessed by the elevator or the rear door of Buttrick across from the Rand Post Office.

Full time technicians are available from 8am to 4.30pm May through mid-October and from 8am to 7.30pm from mid-October through April (within TSS regular operating hours.) The full time technicians are Jamie, Andy and Jeff.

## Equipment check out:

All equipment must be reserved at least 1 day in advance.

You must reserve EACH piece of equipment that you need, e.g. camera, microphone, tripod, etc.

Check out is 1 day. You must pick up equipment before 4pm and return it the next day by noon. Friday to Monday is considered one day.

You may reserve and renew equipment up to 3 days in any 7 day period.

You may only check out equipment when full time staff is here (NOT on Sunday night.)

## Editing:

Editing is done at TSS/Media Services with Final Cut Pro.

You must reserve editing time in advance.

You may cancel your reservation at any time but failure to show up for scheduled editing time will result in a warning and then a loss of TSS privileges.

You will need to check out an EXTERNAL HARD DRIVE for your editing project. **The EHD is due back on the date the project is due.**

If you need instruction you must schedule your first editing session during the time when full time staff are here.

Editing takes at LEAST 1 ½ hours for every final minute of project, i.e. a ten minute project will take a minimum of 15 hours to edit.

**FAILURE TO FOLLOW THESE RULES WILL RESULT IN LOSS OF PRIVILEGES.**

