

## ***Media Center Policies and Procedures***

Revised 4/19/2002

The Media Center at the School of Social Work prides itself on being a courteous and helpful resource for the students, faculty and staff of the University of Maryland. These are some of our operational policies:

- Students making in-class presentations on video, overhead or slide projector do not need to make a reservation with us beforehand; this equipment is already in the classrooms and will be made available to you by your instructor.
- Reservations for equipment to make electronic presentations (ala PowerPoint, etc.) are not required, but due to high use it is highly recommended that they be made as far in advance as possible.
- Equipment provided by the Media Center is available on a first-come, first-served basis. Reservations of equipment are recommended.
- Most services (such as studio production or editing) require a minimum of 5 business days advance reservation.
- For project consultation and advisement, we ask you to please call ahead and make an appointment.
- Federal law and University of Maryland policy forbids the School of Social Work Media Center from duplicating, in whole or in part, any copyrighted materials.