August 20, 2018

Dear Ocean Campus Instructor,

Broadcast Media Services reminds you of our policy regarding requests for multiple¹ equipment deliveries.

1) **Individual class sessions** on Ocean Campus will continue to be honored in the order that requests are received. *To ensure service, submit requests three working days in advance* either in person at the Broadcast Media Services Window (ArtX 169), by telephone voice mail at 415-239-3525, by email to bms@ccsf.edu or by fax (request forms can be found online) at 415-239-3694. Same day requests **cannot** be honored.

2) Requests for **multiple¹ classroom services throughout the semester** must be accompanied with a “viewing schedule” – a brief description of the item(s) to be viewed for each class meeting date – and a class syllabus. Requests for Ocean Campus multiple class meeting equipment deliveries will be denied unless the request includes a class syllabus and viewing plan for each class meeting date.

Broadcast Media Services will honor multiple classroom equipment delivery requests made for the Fall 2018 semester *for the first four weeks* to give instructors time to submit a syllabus and brief descriptions of planned viewings for each class meeting. Please **mail your syllabus and classroom viewing plan to Broadcast Media Services (Box A6)**, submit the materials to Broadcast Media Services (ArtX 169) or the Broadcast Electronic Media Arts Department Office (ArtX 160), email to bms@ccsf.edu, or FAX to 415-239-3694 by **Friday, September 14, 2018**.

If you have questions or concerns about the our policy, please telephone 415-239-3351 or e-mail smcfarla@ccsf.edu

Sheila McFarland, Department Chair  
Broadcast Electronic Media Arts  
Broadcast Media Services  
Educational Access Television

¹*Multiple* means: more than 9 hours of delivery requests per class, i.e. 9 meetings for a one-hour class, 6 meetings for a 90 minute class, 3 meetings for a three-hour class.