January 17, 2012

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, or by fax (request forms can be found online) at 415-239-3694.

2) Requests for **multiple¹ classroom services throughout the semester** must be **accompanied with a class syllabus and brief description of the item(s) to be viewed for each class meeting date**. 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 Spring 2012 semester **for the first four weeks** to give instructors time to submit a syllabi 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), or FAX to 415-239-3694 by Friday, February 17, 2012.**

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

Francine Podenski, 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.