

Electronic Services

Electronic Services provides faculty with the use of specialized audio-visual equipment including laptop computers, data projectors, televisions, videocassette recorders, audio players, and overhead projectors.

Equipment Available:

The following types of equipment are available for faculty to check out through Electronic Services:

- TV/VCRs
- Overhead projectors
- 35 mm slide projectors
- Cassette Recorders
- DVD Players
- Laptop Computers
- Multimedia Projectors
- Camcorders
- CD Players
- Digital Cameras

Requesting Equipment:

Faculty may request equipment in any of the following ways:

- Calling the Electronic Services Office at 620.792.9369

- E-mailing Electronic Services Office at <mailto:mullt@bartonccc.edu> (Note: the subject line of e-mail must include “**Electronic Services Request.**”)

- Requesting equipment through Resource-25 when room reservations are made through the Physical Plant Office.

All requests must contain the following information:

1. requestor’s name,
2. requestor’s e-mail address,
3. requestor’s telephone number(s)
4. the building and room number where the equipment is to be delivered,
5. the time(s) and date(s) on which the equipment is needed, and
6. the type of equipment needed.

Notification and Confirmation:

Equipment must be reserved at least 48 hours (two working days) in advance. The Electronic Services Department will attempt to accommodate requests, which are received less than 48 hours in advance.

Because of staffing, scheduling limitations, and limited availability of certain equipment, filling requests, which are received less than 48 hours in advance, is strictly dependent on the availability, as well as personnel to deliver the equipment. When the Electronic Services Department is unable to fulfill a request, the requester will be notified at least 24

hours in advance when possible. When requests are received less than 24 hours in advance and are unable to be filled, the Electronic Services Department will notify the requester as soon as possible.

Faculty will receive a confirmation voice message or e-mail detailing their request. If the information in the confirmation is incorrect, faculty should call or e-mail Electronic Services to correct their request.

Emergency Requests:

For emergencies such as missing or nonfunctioning equipment, faculty should call Electronic Services at 620.792.9369. Equipment should not be removed from any room without permission.

NOTE for ITV equipment call Jim Waite ext 113

Delivery of Equipment:

When necessary, Electronic Services staff will deliver larger equipment (i.e., TVs, VCRs, and multimedia projectors) to the location where it will be used. If necessary, Electronic Services staff will also assist with the set up of the equipment.

Under most circumstances, equipment will be delivered at least 10 minutes prior to the beginning of the class or other event. Some special events, such as banquets or large-group presentations, may require the delivery and set up of equipment a day in advance. Other circumstances, such as inclement weather, may necessitate the cancellation of a delivery if there is danger to either the equipment or to the Electronic Services staff member responsible for delivering the equipment. In such cases, the faculty member will be notified as soon as possible.

At the present time, Electronic Services deliveries are limited to the College campus only. The Electronic Services Department is unable to deliver equipment to other sites (such as high schools, churches, etc.) at which College courses are held. However, as most equipment other than TVs and VCRs are portable, faculty are welcome to check out the necessary equipment and personally transport the equipment to the location of their class.

Checking In/Checking Out AudioVisual Equipment:

Small instructional technology or audio-visual items such as CD players, cassette tape players, video cameras, and digital cameras will be available for check out from the Electronic Services Department at the College. Faculty members should submit a request for equipment as detailed above. Faculty must personally check out each of these items from the Electronic Services Department.

Users will sign out each piece of equipment they wish to borrow. By signing out the equipment, users acknowledge that they are liable for loss or damage to the equipment if the loss or damage results from negligence, intentional act, or failure to exercise reasonable care, safeguard, maintenance, and/or service. By signing out the equipment, users will also acknowledge that they are familiar with and understand how to operate the equipment they are checking out. Unless otherwise agreed to beforehand, check out of any audio-visual equipment is limited to three (3) days unless special circumstances warrant an extension.

When returning the equipment, users will sign in the equipment. By signing in the equipment, users will acknowledge that the equipment is in working order and that there has been no damage to the equipment while in their possession. Electronic Services staff will verify the condition of the equipment when checked in.

“Smart” Classrooms

In order to provide both access to technology and convenience, the College has renovated many of its traditional classrooms into “Smart Classrooms,” each of which contains a fully-functioning computer, an overhead projection machine, and related equipment. If you are interested in using a “smart classroom” for instructional purposes, contact your associate dean for more information.