**Video Material**

The Video/DVD collection has been updated (we have over 3000 video material). Please refer to the online catalog. The staff will help you find a tape if you can’t find what you are looking for. Video tapes can be dropped in the following locations: North side of the CB building, south side of the HT building & BT 108 (control desk) in the PTLC area. Faculty, Staff & Students may access media material on/off campus through the following link:

On campus:  http://smtis.pbcc.edu/phoenix

On/Off campus:  
http://www.palmbeachstate.edu/mediatechnology/mediacollection.aspx

**Multi-Media Rooms**

All faculty and staff who intend to use the multi-media equipment must be trained by MTIS staff prior to use, please schedule an appointment with us. Guest presenters should notify MTIS at least one week in advance of presentation.

Key requests and pickup must be made through multimedia; we cannot open the multi-media desk. Any computer, network, or wireless mouse issues (not the data projectors) must be referred to the college Computer Resources/Help Desk (561-868-3100 or 1-3100 ext.)

If students are required to use media equipment for class presentations, the instructor must request the equipment in advance and be trained in its use. The ultimate responsibility lies with the instructor when equipment is used by any students. All classrooms are multimedia equipped.

**Equipment Etiquette**

For the safety of the students, faculty, and staff we ask that everyone follow a few guidelines when using the media equipment in the classrooms. Before leaving the classroom:

⇒ Return the projection screen to the up position.

⇒ When using the overhead, and slide projectors unplug, rewind the cord, and return the equipment to the side of the room.

⇒ Replace overhead & slide projector dust covers.

⇒ Rewind videotapes/DVD’s and replace in case.

⇒ Return videotapes/DVD’s to the drop box. Please **do not** put anything on the carts. Any thing found on the equipment carts will be disposed of (or discarded)

Please **do not** move equipment from classroom to classroom. If the equipment is malfunctioning, contact MTIS immediately by completing a trouble report online.

http://www.palmbeachstate.edu/mtis/troubleReport.asp

Please power off all equipment after each use, lock multimedia desk and cabinets along with securing all emergency windows and doors. When overhead project is not in use, please wheel it to the front left corner of the classroom. Please use SP Control (white box on the multimedia desk top) in each classroom to power on/off data projector and other media related peripherals. Do not allow students to stand on chairs to power on projector.
**Graphic Request**

Scanning * Posters * Laminating * Black & White and Color Banners

Graphic Services provides computer-based digital design, posters, publication preparation, design support, and consultation. Because of variable production times, all special events or large quantity projects should be discussed with the Manager of MTIS. Graphic Services provides computer-based digital design, posters, publication preparation, design support, and consultation. Because of variable production times, all special events or large quantity projects should be discussed with the Manager of MTIS.

http://www.palmbeachstate.edu/mediatechnology/boca-raton/graphic-request/

**PROOFS**

**WARNING! WARNING!**

The media department is not responsible for proof reading your copy. Please review your copy carefully. It could save you time!

All printing for public distribution must first be approved and completed by College Relations & Marketing (CRM).

**TURNAROUND TIMES**

Turnaround times will vary. Depending on the complexity of the submitted project, this can be quite variable. If Media is responsible for editing the project, creating the design and/or preparing the electronic art files, time must be allowed for these tasks as well as the actual printing. In addition, time must be allowed for the non-media review, proofing and revisions from all involved participants. There may also be other factors to consider such as the time necessary for special paper orders. When planning your project, please allow time.

Waiting until late in the process greatly increases the possibility that the project cannot be produced as intended or on time.

To give an extremely rough estimate on projects of average complexity, you should allow a minimum of 3-7 working days for art, editing, and electronic production, and 3-7 working days for printing. **A lead time of 7 working days is required at the beginning/ending of the semester.**

Please refer to the link below for MTIS of Boca Raton eGraphics Request Link:

http://www.palmbeachstate.edu/mtis/forms/br_graphic.htm

**Information Channel Request**

The **Information Channel** is broadcast on channel 13 through the CCTV system. There are TV's in the lobby tuned to the Info-channel during operating hours. This gives you the opportunity to advertise your program, club or meeting you would like students to attend. Note: Info-channel submissions are limited to Palm Beach State College-related news and events. No commercial or outside advertisements will be accepted.

http://www.palmbeachstate.edu/mediatechnology/boca-raton/information-channel-request.aspx

Complete the online request form. If you would like to submit an attachment after completing the request, please send it to mediatc@palmbeachstate.edu. For questions please call MTIS @ 54800.

http://www.palmbeachstate.edu/mtis/forms/br_info_channel.htm

**Faculty Media HT 414**

The Media department will provide upon request a Faculty media workroom with consultation to assist you with (special projects, website builder, graphic assistance, digital scanning images, digital video editing, etc.). You may request up to one hour reservation for the use of the room. Additional time may be available if the room is free.

Our staff will answer any questions ranging from webpage assistance to special presentations.

Equipment reservation must be submitted at least 24 hour business hours in advance. Faculty will be provided a courtesy overview of how to use the equipment. In creating your media material selection, our staff will assist you with any online questions.

The software installed on the faculty computers are user friendly and may be accessed by a simple click of a button with your username and password.

**Student Media HT 414**

There are (2) Student Media Work Stations equipped with high-end graphic programs which allow the student to fulfill class related media assignments. Our motivated and courteous staff will answer any media related questions students may have; Students will also be provided with a courtesy overview of how to use the equipment and software. All software installed on the student media computers are user friendly and may be accessed with your Palm Beach State College username and password.