

# School District of McFarland AV Services

**Need AV Services?** As the digital age brings both IMC and Technology departments together, you should first seek out the help of the building library and library assistant. In the event the library assistant cannot meet the needs of your request, he/she will contact the districts technology staff or have you contact the technology department directly.

**What's Available From Your I.M.C.?** The library offers a variety of AV support services for the following equipment. Please see your IMC for specific details for available equipment and check-out/in procedures.

- Digital cameras
- Digital camcorders
- Data Projectors
- Overhead projectors
- Tape players
- CD players
- Headphones
- Tripods
- DVD players
- Televisions
- VHS players
- Projection screens
- Wizard Cords, etc.

**Where do I get taping and duplicating Services?** For small projects, the library staff can support your instruction through taping and duplicating. Contact “AV Support” via email for larger requests and refer to K-12 AV Services later in this document. Below is a brief list of services each library can help with:

- Record TV programs
- Transfer VHS video to DVD disks.
- Create DVDs or VHS tapes from camcorder tape recorder.
- Up to two CD/DVD copies (Instructional Only Please)
- Videotape large group presentations during the school day within your facility (IMMS, WIS, MPS/CE Only)

The library staff can address most of your AV needs but there are a few instances when they cannot. These might include:

- Room reservation set-up for assemblies- Contact the Custodial Service in your facility
- Mass duplication of DVD’s and/or CDs – direct to “AV Support” using District Email
- After School Program Videotaping – direct to “AV Support” using District Email
- Wiring issues – direct to “AV Support” using District Email

**K-12 AV Services**—Please send an email to “AV Support” when a need or question arises.

- AV Repair (camcorder, overheads, VCR’s and DVD’s)
- Event Filming (Note: 10 business day notice required and charges for services may apply)
- Large Screen Setup (Contact B& G)
- DVD Duplication (Instructional & Non-Instructional)
  - Less than 5 Contact your building library
  - More than 5, please contact [AV Request](#)
  - Duplication services include: Event filming, DVD, titling, editing, and labling. Price is \$3.50 per DVD for non-instructional duplication (ie— plays, concerts, assemblies, athletic events). This pricing includes event filming with a minimum of 20 DVD’s purchased.

### Notes:

Appropriate Use of A.V. Equipment is important. Careful handling of projectors, video recorders and other equipment is extremely important. Remember to cool down projectors with the fan before turning them off (this saves on expensive bulb replacement). Student use of AV equipment is a fact of instruction today. However, proper instruction by the teacher is important and will prevent needless repairs.

District AV equipment is for school purposes only. AV Equipment can be used for educational purposes away from the school building. Please follow the appropriate check-out/in procedure.