

## **Audio-Visual Services**

Policy Number: KC 120 Responsibility:

Audio-visual materials for preview or use as educational teaching tools must be ordered through the college library with the media/collection development librarian. Media (DVDs and/or streaming) will be purchased or leased for classroom/online instruction as funds are available.

Classrooms have projection/computer systems available for viewing notes, DVDs, and/or streaming media. If you encounter problems with the projection/computer systems please call the IT Help Desk ext. 58295 or 317-0095.

**DATE OF ORIGIN: Faculty Handbook 2014-15** 

LAST REVIEWED: December 22, 2016 LAST REVISED: December 22, 2016

REPLACES: APPROVED BY:

**EFFECTIVE DATE: December 22, 2016**