

Media Guidelines

Media is delivered and picked up every other Tuesday in each school. The van will come to each school once a week the first and last weeks of the van schedule. To view a current van schedule go to our website, www.esu1.org, click on media and van schedule. All media and equipment will be picked up and delivered at a designated area at each school. If a school is closed on their regular delivery day, contact the media department and make arrangements accordingly. All ESU #1 media must be in a delivery bag, tied shut and +

Media can be ordered on-line through our website, www.esu1.org, click on media, search catalog. When you get a results page of titles you will find three columns: “can copy to dvd”, “can copy to vhs” and “checkout”. You may only order the “checkout” items (we do not own copyrights to these titles) in the media catalog. The titles that need to be copied can be emailed to Jenny at jheimann@esu1.org. The cost of copying a DVD is \$2 (only one title can be placed on a DVD) and the cost of copying to VHS is \$1 (up to six hours can be recorded on one videotape). You can expect a two week turnaround for duplication.

The media schedule relies on schools being punctual when returning media materials in order for all schools to have the opportunity to use them. If you want to retain media material beyond the deadline, re-book them for another week on the computer. Extensions may or may not be granted.

To order die cuts or other services, call or email.

Laminating

1. Do put your name and school name on each item to be laminated. If you have many very small items, place them in an envelope marked with your name and school.
2. Do cut items first. This will result in a better seal.
3. Don't use staples on materials to be laminated. They cannot be put through the machine.
4. Materials rolled tightly are difficult to feed into the laminator and tend to wrinkle and to resist sealing as thoroughly as flat materials.
5. Do send permission to cut or fold large pieces of artwork or other materials. The width of our laminator is 27 inches.
6. Use large folders handed out by ESU #1 to transport laminating on the van. DO NOT put materials to be laminated in the media bags.

AV/Computer Repair

An audio visual/computer repair technician is available through ESU #1. Technician George Hefner of Coleridge can be reached at 283-4333 or ghefner@esu1.org for questions related to repairs.

Computers and other equipment needing repair will be picked up and returned to a school by the media delivery van service. Equipment being sent for repair must have a properly completed repair tag fastened to the equipment. Do not use terms such as “doesn’t work”, “out of order”, or “broke” to describe what repair is needed. Equipment without proper repair tags will not be picked up. Tags can be obtained from ESU #1 or can be accessed on the media webpage. All repaired units will be returned to the school in a plastic bag.

All work performed is warranted for 60 days, parts and labor. An email will be sent from George when parts need to be ordered to complete a repair so you know it may take longer than 2 weeks.

Contact George when a school needs a bulb or a connector as these items are often times in stock. Each school is contacted during the Spring to ascertain whether or not they are interested in the audio-visual and/or computer summer maintenance program.