

Effective Date: March 15, 1996

## **POLICY**

Authority: RCW 28B.35.120(12); WAC 516-39

Approved: Board of Trustees 2/14/96

### **POL-U4950.01 -- FACILITIES USE – USING WWU MEDIA SERVICES**

*This policy applies to all persons wishing to use WWU's Media Services.*

#### **Media Services Provides Media Support for the University**

**Media Services.** Media Services provides media support for the university, primarily for classroom instruction. Support is provided in two ways: Production of medial materials and distribution/utilization of media. Services include audio-visual, video, graphics, and media engineering.

#### **Training Opportunities are Available for Students**

Media Services provides training opportunities for students in graphics, television production and distribution, and audio-visual support. This training occurs through regular student employment and internships in collaboration with academic departments. Department staff also contribute to formal instruction in regular university courses.

#### **No Charge is Made for Services in Direct Support of Classroom Instruction**

There is no charge for services in direct support of classroom instruction other than for materials. For some services there are charges to other units of the university. Equipment may not be borrowed for non-university purposes.

#### **Media Services May Sell Services to Non-Campus Clients**

Media Services may, at commercially competitive rates or for value received, sell services to non-campus clients pursuant to provisions of chapter 28B.63 RCW, "Commercial Activities by Institutions of Higher Education," as it exists now or may hereafter be amended.

WAC 516-39-010