



FAYETTEVILLE TECHNICAL
COMMUNITY COLLEGE

FUTURE
STUDENTS



CURRENT
STUDENTS



MILITARY
STUDENTS



CONTINUING
EDUCATION



DISTANCE
LEARNING

EMPLOYMENT
AT FTCC

ABOUT
FTCC

MEDIA SERVICES

Special Services
Photographics
New Media Production
Media Production
[Video file server](#)

Special Services - Service Desk

Our goal is to help you. The personnel at the front service desk can assist you with the reservation, delivery and repair of our Multimedia support equipment, video conferencing, on-campus distribution of Satellite Teleconferences. The duplication of media materials is handled at the service desk, and we maintain a portion of the college's videotape and film libraries.

Checking Out Materials and Videotapes

FTCC Media Services has a collection of videos, telecourse tapes, College by Cassette tapes and other Multimedia materials for use by faculty and staff for on-campus use. We also have multimedia equipment available for academic event use.

- With prior arrangements, equipment can be delivered off campus.
- Before making any request for these materials, you can contact our Service desk at 910-678-8377 to check the availability of the materials you need.
- On-campus Multimedia equipment requests: 24-hour prior notice to Media Services.
- Off-campus Multimedia equipment requests: 72-hour prior notice to Media Services.
- [Media Services Request Form](#)

Faculty/Staff materials

- Multimedia materials at the Service Desk or can have them delivered along with Multimedia equipment if they are for classroom use. You may be asked to sign for equipment.
- Before making any request for Multimedia equipment, please contact us for the current Media Services policy on Multimedia equipment check out and use.

Students (currently enrolled)

- Must have a valid Student ID Card with library barcode
- Can check out videos for use in the Learning Lab
- After registering for a [telecourse or college-by-cassette course](#), students can check out tapes for the entire course (to be turned in no later than the end of semester)

Transparency and Lamination Services

- Available for faculty and staff only
- Lamination services are available through the main office of Media Services (cutting/splicing services not available and due to the wide variety of materials we cannot guarantee the results.)

Satellite Teleconference Downlink Service

To request satellite down linking services:

- To request Satellite Down linking Services, contact the Office of Institutional Advancement at (910) 678-8209.
- The Director of Media Services will contact the requestor to make sure that the necessary satellite coordinates and copyright information for the program has been received.
- Media Services is not responsible for any satellite program not received due to incorrect satellite information or the quality of the signal coming from the satellite.
- Media Services will downlink the requested program. If the proper copyright clearance has been filed with the Media Services Director, we will videotape the program for you.
- If you have been given rights to view the program only, the program signal will be delivered to one of our classrooms equipped to receive the signal.
- It is the responsibility of the requestor to coordinate the reservation of the classroom to receive the program, and to secure the necessary copyright permission authorization.
- Copyright Law prevents the downlink and taping if the necessary letter of copyright is not on file with the Media Services Director.
- Contact the Office of Institutional Advancement and the Director of Media Services at least two weeks in advance of the event to ensure that details are in order.

Campus Video Bulletin Board

The Media Services Department maintains a campus-wide closed circuit television system. A Campus Bulletin Board service is available at all times over Channel 5 of the closed-circuit system.

- This bulletin board runs announcements with items of interest to the campus community, such as student activities, campus activity concerts, lecture series, campus club activities, etc.
- During curriculum class registration and drop/add periods, the bulletin board will be replaced by information on course status.
- To request an item for addition to the Campus Bulletin Board contact the Director of Media Services for the current policy at 910-678-8336.

Multimedia Equipment

We support our educational equipment. We will provide any needed repairs after receiving a trouble report. If you do not know how to operate the equipment you need to use, we will be glad to provide instruction on its setup and use.

Signing out or requesting Multimedia Equipment

- All requests must come through administration, faculty or staff of the College. We cannot check multimedia equipment out to students.
- Preference is given to faculty members reserving equipment for a scheduled classes
- Equipment cannot be signed out to students or the general public
- Email your Multimedia requests to the service desk using the [Media Services Request Form](#)
- NOTE: Multimedia carts are not authorized to be moved outside of the main buildings they are located in.

Academic support equipment

- Overhead projectors
- Multimedia Computer Carts
- Camcorders
- Television monitors
- Microphones
- Pre recorded videos

- Accessories (cables, projection screens, flipcharts, etc.)

Photography

The Photography section of Media Services provides quality photography coverage of campus events; photo shoots for academic and promotional support and provides staff portrait photography services to the College.

- Coverage can be scheduled by contacting the campus photographer at 910.678.9896. Photography services should be requested a minimum of five business days prior to the requested photo shoot. At the time of your request the subject, location, and use of the photographs should be identified to the Photographer.
- If your photo project originates on short notice, continue to call the Photography section to see if a photographer is available at the needed time. The Photography Section also has a large database of high-quality digital images that are available for use in classroom instruction and for inclusion in FTCC-related multimedia publications.
- If you need a higher-quality, JPEG or Mac Photoshop version of an image for publication, we may already have what you need. Contact Photography at 910.678.9896. New staff photos are taken in the department studio on a scheduled picture day.
- The Media Services Director is consulted for approval of Media Services projects.

Photography Links

- [Duke University Digital Photography Page](#)
- [The History of Film Itself - 100 Years of Film Sizes](#)
- [Photographic Historical Society](#)

New Media Productions

Media Productions

The goal of the Media Services Production section is to provide a full range of video, audio and multimedia production services. These include video recording on broadcast and non-broadcast equipment, computer based non-linear video editing, multimedia production, digital video processing, digital video graphics and digital audio recording/editing services.

Production requests (Audio/Video)

- Contact the Director of Media Services at (910) 678-8336

Media Production Projects

Media Productions services are available to college Administration, Faculty and Staff. Equipped with high quality audio and video production equipment, the Media Production section is a completely digital Video/Audio Production and Post Production facility. Services include scripting, project development, shooting/editing, duplication and delivery of the final product.

- To request a Media Productions project, contact the Director of Media Services and request a meeting with a Media Production Specialist.
- We ask that you bring a description of the project requirements and an idea of the program's target audience.
- Using the notes and outline information provided, the Media Production Specialist will prepare a draft script.
- The client reviews the draft and the Media Production Specialist prepares a final draft.
- When the final draft of the script is approved, the Media Production Specialist will be joined by the production team for shooting the video or photographs and preparing any required audio elements.
- After the video or still photos are completed, the editing process begins.
- The client is contacted to approve the final edit and necessary dubs are made.
- The Media Services Director is consulted for approval.
- The master is cataloged and maintained by Media Services.

Media Production Timetable

Media Productions Staff will work within the following timetable. This timetable does not allow for any scheduling problems such as the delays encountered due to weather, vacations, or equipment breakdowns that might occur during a production. The schedule also does not allow for scheduling delays due to the heavy media services work load.

- Week one: Contact is made with the Director of Media Services and a meeting is scheduled between the Director and the Media Production Specialist. The production is discussed and the necessary authorizations are obtained.
- Week two: The Media Production Specialist meets with the client and develops a basic outline and draft of the script. Any research necessary for scripting occurs during weeks two and three.
- Week three: The Media Production Specialist completes the draft and works with the client to prepare a final shooting program script.
- Week four: shooting begins.
- Week five: shooting continues with rough editing and required graphics are planned.
- Week six: shooting and graphic creation is complete and the editing process begins.
- Week seven: Editing of the program continues.
- When the project is complete, approximately the eighth week, the client reviews the final program and signs off on it. The Media Services Director is consulted for approval. Duplication is provided and the edited master is catalogued.

Public Relations, Recruitment, Marketing

For projects that will be used in a public relations, recruitment, or marketing applications, a planning meeting between the client, the Associate Vice President for Student Services, the Vice President for Institutional Advancement and the Media Services Director must be scheduled.

- This meeting will generate a document that is an official request for media production or photography services.
- This "Request for Services" is forwarded through the client's Dean (Curriculum) or Director (Continuing Education) to the appropriate Associate Vice-President, who has the final authorization on the project.
- When approved, the vice President for Institutional Advancement will contact the Director of Media Services, who will assign a Senior Media Production Specialist to begin working with the client on the development of the program.
- The Media Services Director is consulted for approval.
- The Office of Institutional Advancement gives final approval of this completed project only.

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