

MEMORANDUM

February 3, 2010

FROM: C. Keith Wingate, Associate Academic Dean
TO: All Faculty
Re; A New Check Out System for Digital Audio Recorders

Media Services and Faculty Support have developed a new digital audio recorder check out system for faculty members. If you would like to record your class lectures, make up classes, or review sessions, you may obtain a digital audio recorder from Faculty Support.

There are six digital audio recorders available to check out during regular business hours. If you teach a class after hours, you may drop off the recorder with a Security Officer at either of the two security desks located at the entrances to the 200 and 198 McAllister Street buildings. Security will have a lock box at each security station that will house the recorders securely until Faculty Support staff can pick them up the following business day. You will need to complete a sign out card with your name, course taught, room number, and date and time of the lecture in order to check out a recorder. This information will enable Faculty Support and Media Services to process the audio files and have the recordings available for your students in approximately twenty-four hours.

If you have any further questions, you may contact Lesley King @ kingl@uchastings.edu or at extension 4781 in Faculty Support.