The Media Services Department provides a variety of support services for the East Central University campus and surrounding communities.

**Equipment Services:**

The Media Services Department provides equipment for classroom use. To ensure the best possible service, please adhere to the following guidelines:

1. Audiovisual equipment and/or materials should be scheduled at least 24 hours in advance of the time they are required. Shorter notice will not guarantee equipment or staff availability.
2. If equipment is moved from its scheduled location, please contact the Media Services Department so the new location can be noted.
3. Should a piece of equipment malfunction during use, call the library at **580.559.5490**. Repairs will be made, or a replacement will be secured for your use.
4. If you need specialized equipment, every effort will be made to locate it and assist you in setting it up.
5. If you need assistance connecting the library’s equipment to your own (e.g., a personal laptop to a departmental projector), please contact the Media Services Department at **580.559.5490**. If at all possible, inform the Media Services Department prior to the setup if you are using your own equipment as special adapters may be needed.
6. Student assistants make equipment pick-ups daily. Please let us know if you would like the equipment picked up at a specific time.
7. No material or equipment is to be removed from the Media Services Department without the expressed permission of the Media Services Assistant, Media Services Librarian, or Library Director. All equipment and materials are to be checked out.
8. Equipment may only be taken off campus with prior approval of the Media Services Assistant, Media Services Librarian, or Library Director.

Please be aware that inclement weather may prohibit or delay delivery of certain kinds of audiovisual equipment. For example, TVs or DVD players may not be delivered when it is raining or icy. Rescheduling or alternative solutions may be needed.

**Digital Services:**

The Media Services Department can convert many types of analog media such as VHS tapes, audiotapes, and vinyl records to more stable digital media such as DVDs and CDs. Please note that this service is subject to copyright restrictions. Converting older media can also be risky, as these items can damage easily.
Lamination, Mounting, & Binding:

The Media Services Department can laminate printed items up to 43 inches wide. The service is free for university departments and offices, but there is a minimal charge for requests of a personal nature.

Printed items can be mounted on foam core up to 40”x30”. Departments using a printing allotment will be charged twice the square footage of a print job if they request foam core mounting. Otherwise, the charge is the same rate as poster printing.

The Media Services Department can also provide simple spiral or comb binding to departments or individuals. Charges for binding are based on comb or coil size. There is an additional charge for covers.

Media Services Price List

Color Laser Printing:
Patrons are welcome to use our color laser printer. Printouts are fifty cents per page. Multiple copies should be made using the library’s public color copier. Copies cannot be taken off of printing allotments. Payments are made by cash or check.