

See GENERAL INFORMATION Section in Faculty Handbook
POLICY STATEMENT APPROVED

Approved 6/5/70
AS-70-19

TELEVISION EQUIPMENT – PROCUREMENT AND CONTROL OF

Addendum # 3
Approved 6/5/70

A POLICY STATEMENT REGARDING PROCUREMENT AND CONTROL OF
TELEVISION EQUIPMENT ON THE CSCLB CAMPUS

California State College, Long Beach television equipment shall be defined as equipment which is the property of the State of California, and which is essential in originating, controlling, mixing, amplifying, transmitting, and displaying; recording, storing, and playing back; off-the-air recording of televised information for instructional purposes.

All television equipment which will become, or may become the property of the State of California shall first be discussed with the TV Coordinator before it is requisitioned for purchase or lease, requested as part of a grant project, or received as a gift. The purpose of such discussion is to bring together television equipment users and television equipment vendors through the coordinating channels operating on this campus for that purpose.

1. Procurement. The prospective user will:
 - a. Consult with the TV Coordinator while initial plans are being made. Explain the need for TV equipment. Discuss the approximate budget availability. Discuss campus-wide compatibility. Consult with the College Research Coordinator when equipment is part of a grant, with the Long Beach California State College Foundation when equipment is to be selected as a gift, with the A/V Coordinator when multi-media application are involved, and with other appropriate agencies when equipment is to be provided by a source than these.
 - b. Consider, with the TV Coordinator, literature, exhibits, demonstrations, and installation where equipment is being used in ways similar to those being considered. Solicit the advice of users and vendors in narrowing the selection to specific makes and models.
 - c. User then *will* select makes and models, and consult with the college TV Engineer for assistance in drawing up technical specifications to meet exact requirements.
 - d. Refer questions pertaining to the purchase of electronic and radio supplies, where state contracts and state price schedules apply, to the Business Service Officer.
 - e. Process and forward necessary forms according to regulations outlined in Purchasing and Business Services Manual.

2. Control.

- a. Operating, transporting, storing, and securing of television equipment is the responsibility of the requisitioning department. Advice in all of these matters is available from the TV Coordinator. Requests for sharing equipment, to replace like-models while a department's are out of service, to make duplicate copies of videotapes, etc..., shall be directed to the TV Coordinator
- b. Maintenance problems shall be referred to the college TV Engineer unless appropriate and adequate technical assistance is otherwise regularly available to the department operating the equipment.
- c. Final disposition of equipment purchased for research projects after projects are completed shall be determined jointly by the chairman of the department in which the equipment is housed and the TV Coordinator.

Approved by action of the Academic Senate 6/5/70, Item# 19.

Approved by the President of the College 6/30/70.

Included in the General Information Section of the Faculty Handbook

Telephones (Continued)

Phoning Long Distance: There are two possible methods for making a long distance call from an on-campus telephone.

For calls to state offices in Sacramento or San Francisco, it may be possible to place the call collect over the State's (ATSS) "leased-line network," according to a procedure which went into effect July 1, 1968. The procedure is as follows:

1. In Sacramento, dial 445-4711; in San Francisco, dial 557-2123.
2. Give your name, department, and unit to the operator
3. Give the city and ATSS number you wish to call.
4. The operator will call the number and determine if the person being called will accept the collect call.
5. If the person being called accepts the collect call it will be completed; otherwise it will not be completed. The operator will not provide ATSS information service or phone numbers.

For this operator service, a surcharge of approximately 10 cents per call will be added to the normal ATSS bill of the department receiving the call.

The College is in the process of converting the Centrex.

Television Equipment—Procurement and Control of

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