Multimedia Services

The mission of MMS is to support the College’s mission by providing professional, up-to-date multimedia technology services and support the internal College community and its external constituents.

General Information

Main Campus Schedule
Spring/Fall: 7:30am – 10:00pm Monday -Thursday, 7:30am – 5:00pm Friday
Summer: 7:30 am – 10:00pm Monday – Thursday

Reservations
Equipment reservations can be made for the entire semester or one time use.
Equipment may also be picked up without reservation if available.
Reservations can be made by:
- email to Coordinator of Multimedia Services: Joe McFadden (jmcfadden@ccp.edu)
- filling out a form at any MMS location.
Borrowers must have a CCP ID.
Equipment pick up and return locations are B1-25, W3-69, and Mint 3-9A.

Regional Centers
For reservations and pick up locations, please contact the Regional Center administration offices.
- Northeast Regional Center at 215-972-6372
- Northwest Regional Center at 215-751-8773
- West Regional Center at 267-299-5850

Instructional Support

MMS provides the equipment and services listed below to support classroom instruction for faculty use only.

As part of our services we maintain a library of commercial DVDs and VHS videos. These materials may be checked out by faculty. Acquisition of new programs may be requested with the approval of a department chair. A catalog of our current collection can be found here: http://audiovisual.ccp.edu/dbtw-wpd/textbase/mainframe.htm

We adhere to the “Fair Use” doctrine of the US copyright law regarding the use and duplication of any copyrighted materials including the physical materials in our library as well as any programs obtained by recording on-air or downloading from the web.

- Equipment and materials available:
  - Smart Carts with computer, projector, VCR and DVD player, document camera
  - “Smart” classrooms, with various configurations, see http://faculty.ccp.edu/dept/Acad_Comp/tecccp.htm
  - Carts with TV Monitors, VCR and DVD players
  - Flip Cameras and tripods
  - Mini-DV Camcorder and Tripod
  - Audio playback units
Commercial instructional programs. List available through the on-line catalog http://audiovisual.ccp.edu/dbtw-wpd/textbase/mainframe.htm

- Staff Services
  - On-demand trouble shooting
  - On-demand operating instructions
  - DVD transfer support for in-class video capture
  - Delivery and set-up (by special request)
  - Media copy

Help
For equipment problems, call x8460 or Dial 3 from any in-classroom phone.

College Events
Events held on campus that utilize Multimedia services generate costs. MMS will inform requesters about costs that may be incurred.

These spaces include but are not limited to:

- The Auditorium (see safety and security guidelines below),
- The Great Hall
- The Pavilion Cube and Theater Kitchen
- The CBI conference and meeting rooms
- Winnet Coffee House.

Use of the Auditorium always requires the support of at least one MMS person. The auditorium must never be left unsupervised because of safety and security concerns. After 4:30pm and on weekends, this coverage involves overtime charges for MMS staff. If costs are to be incurred due to overtime or other special needs, the source of funding needs to be identified in advance of booking the space. Events must be approved (sponsored) by a Dean or Director level administrator and the College event schedulers need to be notified about the approval when scheduling the event.

Events that are not sponsored must be scheduled through the Division of Marketing and Government Relations. Associated costs will be managed through Marketing and Government Relations.

Event Support – (charges may apply, as outlined above)
- Equipment – (may require staff support)
  - Audio systems
  - Projectors
  - Computers
  - Screens
- Services
  - Video I-Mag. Live projection of speaker during presentation – (requires Dean approval)
  - Video Capture – (requires Dean approval)
  - Webinar (requires Dean approval)
- Staff Support
  - Audio technician
  - Lighting technician
  - Video technician
Video

Videotaping events at the College including lectures, performances and speeches, generates video and audio acquisition, editing and distribution costs and MMS resources. In particular, staff is required for the acquisition and editing and other resources are required for post-production and distribution. To accomplish these tasks, additional staff time often needs to be allocated. In addition, after 4:30pm and on weekends, this coverage involves overtime charges. For this reason, MMS has the following policy:

1. All videotaping will be performed by the MMS video production team unless otherwise approved by both MMS and the College at the Dean level or higher.
2. Videotaping should be approved by a Dean or Director level administration.
3. Use for the finished videotape must be identified in advance.

If costs are to be incurred due to overtime or special needs, the source of funding must be identified in advance of videotaping the event.

Other Related Services at the College

- Photography and Graphic Design and Web Design are available through the office of Marketing and Government Relations [http://www.ccp.edu/site/offices/marketing/](http://www.ccp.edu/site/offices/marketing/)

- Printing and Duplicating can be requested by logging in to the portal ([http://my.ccp.edu](http://my.ccp.edu)) and using the duplicating request form.

- College Announcements on the Flat Screen Monitors are initiated by the Office of Student Life [http://www.ccp.edu/vpst-aff/studentlife/](http://www.ccp.edu/vpst-aff/studentlife/)
Guidelines and Procedures for Use of Large Auditorium – BG 10

The following guidelines and procedures are in place to maintain the security and safety of the environment of the auditorium and to comply with all College and public fire and safety codes.

Scheduling

- All events to take place in the auditorium must be scheduled in advance through the Office of Marketing and Government Relations.
- No event will be allowed to take place in the auditorium unless it has been scheduled in advance.
- Multimedia Services staff will be assigned for all scheduled events in the auditorium. The necessary technical qualifications and number of technicians will be determined by Multimedia Services (MMS).
- MMS equipment and technical needs must be reserved at least 1 week prior to the use of the auditorium. It is not possible to honor last minute requests.
- No classes are to be scheduled for regular class meeting times in the auditorium.
- The Communication Arts curriculum’s theater production will have access to the auditorium two weeks prior to and the week during the performance of the play, barring any unforeseen circumstances. This will normally occur from the 9th through the 11th week of any given semester. Set assembly and other dedicated work on the stage will only occur during the 2 week period before the production.
- The Music Department may schedule use of the auditorium for one rehearsal before any performance/festival barring any unforeseen circumstance.

Usage

- Food or beverage consumption is not permitted in the Auditorium.
- Only Multimedia Services staff is authorized to operate College equipment in the auditorium including but not limited to the audio, lighting, projector and projection screen controls.
- Internal and external stage and production crew members including students are expected to comply with appropriate safety standards including wearing safety glasses for construction and harnesses for lighting and rigging.
- No modifications to lights or other technical or mechanical devices are permitted without approval and supervision from Multimedia Services staff.
- There will be no construction or set building on the stage. All sets must be created off the stage for assembly on stage. Assembly of sets on the stage cannot include cutting and sawing materials on stage.
- Users are expected to return the Auditorium to the condition prior to their use, removing materials and sets immediately after they have completed the use of the area.
- Any issues or concerns noted about the facility must be reported to the MMS staff immediately.
- Users are responsible for all damage to property or equipment that occurs during their use of the Auditorium.
Multimedia Services Costs (Fall 2012)

As noted in the MMS guidelines, events held on campus that utilize Multimedia services generate costs. MMS will inform requesters about the exact costs that may be incurred for each event. However, as a guideline for anticipating and budgeting for costs, please consider the following.

<table>
<thead>
<tr>
<th>AUDIO</th>
<th>(per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital audio player/recorder</td>
<td>150.00</td>
</tr>
<tr>
<td>Single CD player/boom box</td>
<td>45.00</td>
</tr>
<tr>
<td>Standard wired hand mic w/stand &amp; cable</td>
<td>25.00</td>
</tr>
<tr>
<td>Specialty wired mic w/stand &amp; cable</td>
<td>40.00</td>
</tr>
<tr>
<td>Performance grade wireless mic (hand or lav)</td>
<td>100.00</td>
</tr>
<tr>
<td>Passive direct box</td>
<td>10.00</td>
</tr>
<tr>
<td>*12 channel 300 watt self contained audio system (includes: mics, stands, cables, mixer/amp, snake, 2 speakers on a stick)</td>
<td>200.00</td>
</tr>
<tr>
<td>*16 channel x 4 subgroup x 2 main out audio mixer</td>
<td>150</td>
</tr>
<tr>
<td>*6 channel audio mixer</td>
<td>85</td>
</tr>
<tr>
<td>35 watt self-powered speakers</td>
<td>150</td>
</tr>
<tr>
<td>12 channel audio snake</td>
<td>30</td>
</tr>
<tr>
<td>Power podium w/ mic</td>
<td>75</td>
</tr>
<tr>
<td>Passive press/multi box</td>
<td>40</td>
</tr>
<tr>
<td>Clear Com communication system (includes: base station, Up to 4 headsets/beltpacks, necessary cables)</td>
<td>200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LCD PROJECTORS and LAPTOP COMPUTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart Cart (contains: Epson Projector, Dell Laptop, VCR / DVD combo player, speakers)</td>
</tr>
<tr>
<td>Document Camera</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECTION SCREENS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5’ x 5’ Tripod projection screen</td>
</tr>
<tr>
<td>Equipment Description</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>9’ x 12’ Fast fold front projection screen</td>
</tr>
<tr>
<td>Rear projection screen</td>
</tr>
<tr>
<td><strong>VIDEO</strong></td>
</tr>
<tr>
<td>VHS (1/2”) player / recorder and TV monitor</td>
</tr>
<tr>
<td>27” TV / VCR Combination units</td>
</tr>
<tr>
<td>*Digital Video camera (EX3)</td>
</tr>
<tr>
<td>*Pro lighting kit</td>
</tr>
<tr>
<td>*Steadicam</td>
</tr>
<tr>
<td>*Jib Arm – 16ft</td>
</tr>
<tr>
<td>*Video Switching Rack System <em>(call for availability includes : 4 – 4” B + W video monitors, 4 input AV switcher, mini dv / vhs combo player recorder )</em></td>
</tr>
<tr>
<td><strong>PERSONNEL</strong>*</td>
</tr>
<tr>
<td>Lighting Technician</td>
</tr>
<tr>
<td>Audio Technician</td>
</tr>
<tr>
<td>Video Technician</td>
</tr>
<tr>
<td>Production Assistant</td>
</tr>
</tbody>
</table>

**AUDITORIUM AND MEETING ROOM SERVICES**

Included in the basic room charges for auditoriums and meeting rooms are the setup and strike charges and use of the following equipment: two or three mics, basic performance area lighting, house lights, etc.

Lighting Design and other support for complex productions are not included in the room rental fees. Special technicians, equipment and material may need to be ordered and will be billed to the client.

All productions with other than basic needs must have the producer contact Multimedia services with lighting plots and scripts at least one month prior to the event.

No additional, un-contracted Multimedia Services will provided the day of the event unless authorized in writing by an appropriate College official. For further information, see the Auditorium Use Guidelines document.

Contact the MMS Coordinator at (215) 751-8463.

*Requires MMS technician
** Charges are per hour, minimum 4 hours
   After 4:30pm and on weekend, overtime charges are 1.5x
Technician charges include set-up and break-down time

If a client requires services that are not listed on this rate schedule, please contact MMS

****Client must supply recording media (mini DV, CD R disks ,DVD-R, etc.) Client is also responsible for obtaining any licenses and releases necessary for the public showing of any copyrighted material or videotaping at a public event.

MMS Coordinator at (215)751-8463 or the Event Coordinator at (215)751-8941 can arrange additional equipment. All equipment is for use within the buildings of Community College of Philadelphia only.

Please keep in mind these are estimates only for planning purposes. Contact MMS to discuss your needs and get accurate estimates of the costs.

Process

1. Requests for event coverage sent to Coordinator of Multimedia services.
2. If costs will be incurred due to overtime or special needs, a cost estimate will be given.
3. The funding source/cost center must be identified by the requester.
4. Transfer of funds will be handled by the business office