

## LAVALLEY LAW LIBRARY MEDIA SERVICES

### EVENT POLICIES

#### **Instructional Training for Events**

Media Services will provide instructional training on facility equipment for all events involving UT Law faculty, staff, student organizations or use of UT Law facilities by non-UT Law parties.

UT Law faculty, staff, or student organizations must make special arrangements with Media Services for instructional sessions held outside of normal business hours.

Authorized non-UT Law parties must meet with Media Services during normal business hours except by special arrangement with an appropriate member of the College of Law administration.

#### **Setups for Events**

Media Services will provide setups for all events involving use of UT Law facilities during normal business hours.

UT Law faculty, staff, or student organizations must make special arrangements with Media Services for setups held outside of normal business hours.

Authorized non-UT Law parties must meet with Media Services during normal business hours except by special arrangement with an appropriate member of the College of Law administration.

#### **Staffing for Events**

Media Services will provide staffing for all on site events sponsored by UT Law or on site events in which UT Law faculty or staff participate. The Electronic & Media Services Librarian may assign one or more Media Services staff to events, depending on availability and need. These staff members may be student multimedia assistants.

UT Law student organizations must make special arrangements with Media Services to staff an event. Staffing will be provided only if staff members are available.

Media Services will not staff authorized non-UT Law events except by special arrangement with an appropriate member of the College of Law administration.

### **Event Videotaping**

Media Services rarely videotapes events. The Electronic and Media Services Librarian will consider a variety of factors in determining whether to videotape an event. These factors include the following:

- The archival value of the event, including the potential audience for a recording
- The availability of staff for operating the video camera and other video production tasks
- Whether UT Law sponsored the event
- Whether UT Law faculty, staff, or students participated in the event
- Whether or not videotaping has been specifically requested
- A request for videotaping does not guarantee that videotaping will occur.

For more information on videotaping, please see the Video Production page.