

LAVALLEY LAW LIBRARY MEDIA SERVICES

VIDEO PRODUCTION POLICIES

Classes

Media Services will not videotape classes unless videotaping is pedagogically necessary (e.g., for student performance in Trial Practice). Media Services will deliver, setup, and pickup a VHS video camera for class video tapings. Media Services can copy VHS videotapes to other VHS videotapes if sufficient staff and time is available.

Media Services requires a minimum of one week to copy class VHS videotapes. Additional time may be required depending on staff availability.

Events

Media Services videotapes only a few selected events. These are primarily major events such as the Charles W. Fornoff Moot Court Competition Finals and the Great Lakes Water Conference. Media Services digitizes VHS videotapes and produces DVDs of events. For major events this may include use of two video cameras. When speakers use PowerPoint, Media Services may insert slides digitally onto the DVD.

Media Services requires a minimum of three weeks to produce event DVDs. Additional time may be required depending on staff availability.