Ordering the Video and TV/VCR for your Classroom

The library component of University Orientation should be held in your regularly scheduled classroom. You will need a TV/VCR set-up and the video: *KSU Libraries: the Place to Go When You Need to Know.*

Please carefully follow the directions below for requesting these items.

**Please request items at least 48 hours in advance.**

**Step 1:** Call Audio Visual Services at 330-672-3456.

**Step 2:** Identify yourself as an Orientation Instructor.

**Step 3:** Ask to order these two items:

1. TV/VCR combo for your room
2. The video: - *KSU Libraries: the Place to Go When You Need to Know* (#50-8492)

**Step 4:** Provide the following information:

- Instructor name
- Department
- Telephone number
- Film titles
- Catalog numbers of videos
- Equipment type (TV/VCR combo)
- Use date
- Location of classroom
- Class start & end times

**Step 5:** Be certain to confirm how and where the TV/VCR and the VIDEO will be delivered. The equipment may be brought directly to your classroom, OR you may need to pick it up from some location in your classroom building. This varies by building. Audio Visual Services can explain this to you for your particular situation. Audio Visual Services staff will ask you if you intend to pick up the video (from Audio Visual Services, 3rd floor Main Library) or if you want it delivered to a departmental office in your classroom building. If you choose to have it delivered to an office, be sure to familiarize yourself with that office’s policy for handling video deliveries.