

1 See GENERAL INFORMATION Section in Faculty Handbook

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3 POLICY STATEMENT APPROVED

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5 Approved 6/5/70

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7 AS-70-19

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9 **TELEVISION EQUIPMENT – PROCUREMENT AND CONTROL OF**

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13 Addendum # 3
14 Approved 6/5/70

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

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

23
24 All television equipment which will become, or may become the property of the State of
25 California shall first be discussed with the TV Coordinator before it is requisitioned for
26 purchase or lease, requested as part of a grant project, or received as a gift. The purpose of
27 such discussion is to bring together television equipment users and television equipment
28 vendors through the coordinating channels operating on this campus for that purpose.

29
30 1. Procurement. The prospective user will:

31
32 a. Consult with the TV Coordinator while initial plans are being made. Explain the need for
33 TV equipment. Discuss the approximate budget availability. Discuss campus-wide
34 compatibility. Consult with the College Research Coordinator when equipment is part of a
35 grant, with the Long Beach California State College Foundation when equipment is to be
36 selected as a gift, with the A/V Coordinator when multi-media application are involved, and
37 with other appropriate agencies when equipment is to be provided by a source than these.

38
39 b. Consider, with the TV Coordinator, literature, exhibits, demonstrations, and installation
40 where equipment is being used in ways similar to those being considered. Solicit the advice
41 of users and vendors in narrowing the selection to specific makes and models.

42
43 c. User then will select makes and models, and consult with the college TV Engineer for
44 assistance in drawing up technical specifications to meet exact requirements.

45
46 d. Refer questions pertaining to the purchase of electronic and radio supplies, where state
47 contracts and state price schedules apply, to the Business Service Officer.

48
49 e. Process and forward necessary forms according to regulations outlined in Purchasing and
50 Business Services Manual.

51
52 2. Control.

53
54 a. Operating, transporting, storing, and securing of television equipment is the responsibility
55 of the requisitioning department. Advice in all of these matters is available from the TV
56 Coordinator. Requests for sharing equipment, to replace like-models while a department's
57 are out of service, to make duplicate copies of videotapes, etc..., shall be directed to the TV
58 Coordinator.

59
60 b. Maintenance problems shall be referred to the college TV Engineer unless appropriate and
61 adequate technical assistance is otherwise regularly available to the department operating
62 the equipment.

63
64 c. Final disposition of equipment purchased for research projects after projects are
65 completed shall be determined jointly by the chairman of the department in which the
66 equipment is housed and the TV Coordinator.

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

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

70
71 Included in the General Information Section of the Faculty Handbook

72
73 **GENERAL INFORMATION FACULTY HANDBOOK**

74
75 Telephones (Continued)

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

78
79 For calls to state offices in Sacramento or San Francisco, it may be possible to place the call
80 collect over the State's (ATSS) "leased-line network," according to a procedure which went
81 into effect July 1, 1968. The procedure is as follows:

- 82
83 1. In Sacramento, dial 445-4711; in San Francisco, dial 557-2123.
84
85 2. Give your name, department, and unit to the operator
86
87 3. Give the city and ATSS number you wish to call.
88
89 4. The operator will call the number and determine if the person being called will accept the
90 collect call.
91
92 5. If the person being called accepts the collect call it will be completed; otherwise it will not
93 be completed. The operator will not provide ATSS information service or phone numbers.

94
95 For this operator service, a surcharge of approximately 10 cents per call will be added to the
96 normal ATSS bill of the department receiving the call.

97
98 The College is in the process of converting the Centrex.

99
100 Television Equipment—Procurement and Control of California State College, Long Beach
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