

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.4	Educational Media Resources	Revised:	March 2006
Policy 5.4.10	Teaching Facilities Support Services	Responsibility:	Vice President and Chief Information Officer

TEACHING FACILITIES SUPPORT SERVICES

Responsibilities

The mission of this division is to provide teaching facilities support services in support of the missions of the Health Science Center. The role of the Teaching Facilities Support Services is to:

- Provide service and facilities in support of laboratory-based instruction, research, small group conference teaching, and clinical problem solving.
- Provide audio and video communications systems in addition to audiovisual equipment delivery and operation support.
- Contribute to and be knowledgeable in current practices and new developments in teaching facilities support services in order to function as an information resource.
- Work with faculty, administration and students to assess current and future requirements for space and teaching facilities support and develop plans to meet the needs.

Requests for service from the division should be submitted using an [Educational Media Resources Service Request Authorization](#).
