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INDIANA UNIVERSITY
Maurer School of Law
Bloomington

SUPPLEMENT

STUDENT ASSISTANT NEEDED

The law school needs one or more students to work part-time with the A-V equipment. Responsibilities include operating the law school's three video camera systems, setting up a sound system for the moot courtroom for conferences and major speakers, and other A-V functions. **NO EXPERIENCE NECESSARY** -- the equipment is easy to use and we will give you paid training. Five to 10 hours a week, with extra work available in mid-November and the first half of April. Your assignments would be mostly in the early evening after 5pm, and occasionally on a weekend. See Prof. Tanford in Room 257 as soon as possible.

PROCEDURE FOR A-V REQUESTS

1. Any member of the law school community may request audio-video and other media services by sending a request to Beth Plew, our A-V supervisor. E-mail your request to AV@law.indiana.edu.
2. The request must contain the following information
 - a. The name and E-mail address of the person making the request.
 1. If the request comes from a secretary, we need to know the faculty member's name.
 2. If the request comes from a student, we need to know if the student represents an organization.
 3. We cannot process a request without an e-mail address to which we can respond (this goes for students, too).

- b. A description of what you want us to do.
- c. The date, location, starting time and duration of the event.
- d. If we will be videotaping the event:
 1. The nature of the activity being videotaped
 2. If it is something other than taping a class, the name of the person who will unlock the room and arrange furniture if necessary.
 3. If the request is for taping in 219 or 222, are we supposed to make one tape or two tapes?
 4. What do we do with the videotape when we are done?
- e. If we are playing a videotape for you, do you want an AV operator to remain throughout the event, or just be responsible for setting up and taking down the equipment?

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Submissions:

ILA is published every Monday. Information and articles for ILA should be submitted by **Thursday at 1pm** for inclusion in Monday's edition. Submissions can be given to Karen Miller in Room 240, put in Karen Miller's box in the faculty mailroom on the second floor or placed in the envelope by the bulletin board across from the elevator on the ground floor. In addition, submissions can be sent through campus E-mail to MILLERK@law.indiana.edu