

INFORMATION ABOUT THE RECORDING SERVICE

The Audio-Visual Recording Service (AVRS) is a licensed educational resource provided on behalf of all of the Education and Library Boards by the SELB's Education Service and under the terms of its license is available only to schools and colleges in Northern Ireland.

The service is funded by the Education and Library Boards. Schools have the option to either purchase and retain recorded material, (see pages (iii) and (iv) for details) or to borrow items which they may retain for 12 weeks. There is no charge for borrowed material, however, if a school retains a borrowed item beyond its official loan period, the school will be issued with an invoice for that item at its purchase price. (see page iii for details).

VAT at the current rate is applicable on all invoices excluding those from schools within the SELB's catchment area.

CATALOGUE

Our catalogue listing is available in electronic format, and is arranged under headings which bring it closer in line with the current curriculum, and which we hope you will find useful.

If you would prefer a hard-copy version of the catalogue you can purchase one at a cost of **£6:00 per copy**, including postage and packaging. Please contact our office at the address and telephone numbers listed on pages iv.

This year's listing includes all schools' broadcasts (both television and radio) recorded during 2008-09 as well as many others recorded in previous years. In addition AVRS will continue to record 2009/2010 school programmes which will be available from the time of transmission.

As well as schools' broadcasts selected general output programmes from BBC1, BBC2, ITV and Channel 4, are also recorded. These are programmes which are considered to be supportive of the curriculum and are normally broadcast outside school hours. If you require any information about these, or would like to have a particular programme or series recorded, **please contact AVRS as soon as possible before transmission.**

WEBSITE INFORMATION

Information about the complete list of programmes which are available can be found on the SELB Website at www.selb.org/services/library/avcatalogue/index.html

The catalogue is also available via LearningNI on the C2K network..

If accessing LearningNI from within a school (i.e. on the C2k network), the path to the catalogue is as follows:

- Log-on to a C2k machine.
- Click the LearningNI icon on the desktop.
- Click the 'Library' button, and then: Staff > *Schools' AV Recording Services*

If accessing LearningNI out-of-school (i.e. via the Internet), the path to the catalogue is as follows:

- Launch Internet (with 'Internet Explorer')
- Enter address: <https://learningni.net>---(N.B. note the 's' in "https")
- Use your C2k user ID & password to access LearningNI.
- Click the 'Library' button, and then: Staff > *Schools' AV Recording Services*

INFORMATION ABOUT ORDERING

An order form is provided at the end of this section, please use it when placing orders. Orders can be e-mailed directly to the Audio-Visual Recording Service in Armagh. The e-mail address is avrs.selb@librariesni.org.uk

If you wish you can print off the completed order form and submit it by Fax or by post (details on page iv)

PURCHASE ORDERS

Individual programmes, groups of programmes or entire series may be ordered. Programmes are available on VHS or DVD. The recording time for videos is 180 minutes. For DVDs the recording time is 240 minutes. We use +RW discs which can only be played on DVD machines. Radio programmes will be supplied per C60 audiocassette or 80 minute CD.

Please ensure that you follow the school's ordering procedure. We cannot accept orders with a value above £50.00 (ex VAT) without an official requisition. Please submit only **one requisition number** to cover your entire order.

LOAN ORDERS

If you do not wish to purchase programmes you may borrow them. In this case, the items will carry a 'due back' date and a pre-paid return postage label. Items are loaned for twelve weeks and should be returned by the specified date. Failure to return items by the date given will be taken to indicate that items are being retained and an invoice will be issued.

PLEASE NOTE:

- (a) In order to speed up the supply of material the decision has been taken that from September 2007 we will supply only complete series of programmes on a loan basis, rather than individual programmes from within a particular series. We regret any inconvenience that this may cause but it should ensure that orders are processed more quickly.
- (b) Unfortunately, due to the fact that the CDs which we supply are not reusable, we cannot offer CDs on a loan basis, these will only be available as purchase orders. (Please see the price list on page iv).

OUR AIM

Our aim is to supply orders within 28 days but when demand is heavy, this may not always be possible. Please try to plan ahead and allow sufficient time for programmes to be recorded/copied and delivered to you in a timely manner.

CUSTOMER SATISFACTION:

We are anxious to ensure customer satisfaction with the service which we provide. If you are dissatisfied with any aspect of service delivery, particularly in relation to the recording quality/content of the material received please let us know either by e-mail, phone, fax or post. Only in this way can we identify faults and attempt to eradicate them.

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Audio Visual Recording Services Order Form

1.Name Of School	
2.Name Of Teacher	
3.Contact Number	
4. Format (T.V.)	(Please circle): DVD VHS
5. Format (Radio)	(Please circle): CD Audio Cassette
6. Order Type	(Please circle) Purchase (Invoiced on delivery) Loan (Twelve week issue)

EXAMPLE: Programmes Requested:

<u>Example:</u> Series Title	e.g. Landmarks
<u>Example:</u> Programme Numbers* *(followed by total if sequence)	e.g. TM 9899 – TM 10197 (5) TJ 0693, TJ 0759, TJ 0908

Series Title	
Programme Numbers	
Series Title	
Programme Numbers	
Series Title	
Programme Numbers	
Series Title	
Programme Numbers	
Series Title	
Programme Numbers	

CASSETTES AND DVDs

<u>Tapes containing programmes</u>	
E180 videocassette	£4.00
C60 audiocassette	£1.25
DVD + R W disc	£4.50
CD – R	£1.50

These prices exclude VAT

DUPLICATING SERVICES

All AV Recording Service customers can use our duplicating service. You can have copies of school plays, concerts, school trips etc as well as copies of audiotapes at the following competitive rates:

<u>Copying charge for school plays etc.</u>	
<u>Video/DVD</u>	
Up to 30 minutes	£1.50
Up to 1 hour	£2.50
Over 1 hour	£3.50
<u>Audio</u>	
Standard copying charge	£1.50

Duplicating Services prices are in addition to tape charges and exclude a small delivery charge and VAT.

CONTACT DETAILS

Please use the order-form provided

You can e-mail your order direct to avrs.selb@ni-libraries.net

- You can fax your order to **(028)37526879**
- You can post your order to:

**AVRS
LIBRARY HEADQUARTERS
1 MARKETHILL ROAD
ARMAGH BT60 1NR**

To obtain assistance or advice about broadcasts, please telephone:

- | | |
|--------------------------------|-----------------------|
| (a) ELS/AVRS Librarian | (028) 37520745 |
| (b) ELS/AVRS Librarian | (028) 37520748 |
| (c) Requests/Enquiries/Copying | (028) 37520712 |
| (d) Requests/Enquiries/Copying | (028) 37520713 |