

HOW TO USE THE RECORDING SERVICE

Ordering programmes

- Individual programmes, groups of programmes or entire series may be ordered.
- Programmes are available on VHS, DVD, CD or cassette.
- Orders can be posted, e-mailed, faxed or requested by telephone.
- Programmes may be purchased or borrowed.
- An order form is provided at the end of this section.

Purchasing Orders

- Orders with a value above £50.00 require an official requisition.
- VAT at the current rate is applicable
- Orders can be tailored to your requirements
- Charges are for the number of discs/tapes you require regardless of number of programmes
- Price List

E180 videocassette	£4.00
C60 audiocassette	£1.25
DVD + R W disc	£4.50
CD – R	£1.50

Loan Orders

- Programmes may be borrowed for up to twelve weeks.
- A pre-paid return postage label is included with your order.
- Complete series of programmes are supplied rather than individual programmes from within a particular series.
- Failure to return items by the date given will be taken to indicate that items are being retained and an invoice will be issued.
- Because CDs are not re-writable, we can only supply them as purchase orders.

Contact Details

Please use the order-form provided below.

e-mail your order to avrs.selb@librariesni.org.uk

fax your order to (028)37526879

post your order to:

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

For assistance or advice about broadcasts, please telephone:

ELS/AVRS Librarian

ELS/AVRS Librarian

Requests/Enquiries/Copying

Requests/Enquiries/Copying

(028) 37520745

(028) 37520748

(028) 37520710

(028) 37520712

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	

Some important information

The Audio-Visual Recording Service (AVRS) is licensed by ERA to provide an audio-visual educational resource on behalf of all of the Education and Library Boards by the SELB's Education Library Service. As well as schools' broadcasts selected general output programmes from BBC1, BBC2, ITV and Channel 4, are 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.

Duplicating service

All AV Recording Service customers can use our duplicating service. We can copy school plays, concerts, school trips etc. We can also copy non-commercial video and audiotapes to DVD and CD.

Copying charge for school plays etc.

Video/DVD

Up to 30 minutes £1.50

Up to 1 hour £2.50

Over 1 hour £3.50

Audio

Standard copying charge £1.50

These prices do not include the cost of DVD/CD. However you may supply your own. VAT at the standard rate is also charged.

Our aim

Programmes are copied in real time. Our aim is to supply orders within 28 days but when demand is heavy, this may not always be possible. Please allow sufficient time when placing your order for it to be processed and delivered to you.

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 please do not hesitate to contact us. Only in this way can we identify faults and attempt to eradicate them.

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