The Media Center and Media Services offices are located in the NE corner of the middle level in the Biola Library.

Media Services provides equipment for classroom use. We also provide, for a fee, audio and video services including CD and DVD production and reproduction. Our open hours are Monday through Thursday, 7:30 a.m. to 10:00 p.m.; Friday, 7:30 a.m. to 6:00 p.m.; and Saturday, 12:00 p.m. to 6:00 p.m. Student workers assist in covering the weekly total of 75.5 hours that Media Services is open. Summer and Interterm hours are different.

You can reach the Media Services by phone at (562) 903-4808 or reserve items by using the form on my.Biola, Reserving Facilities/Equipment: Media Center Request.

The equipment that Media Services makes available is free for classroom and chapel use, on a first-reserved, first-served basis. Due to the extremely heavy usage of a limited amount of very specialized equipment, it is very important to submit your request at least two business days in advance. An equipment request must be submitted using the electronic Media Request Form. All orders that are not submitted and received at least two business days in advance of the event (9:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays) may be denied, due to inadequate processing and setup time; if the order is processed there will be a late fine. A fine of $10 will be assessed for any orders made only one business day in advance and $20 for any orders made less than one business day in advance. For example, a request for Tuesday at 2:00 p.m. must be made by 2:00 p.m. the preceding Friday; a request for Monday at 8:00 a.m. must be made by 6:00 p.m. the preceding Wednesday. In short, there has to be at least two business days for processing and scheduling, in order to avoid a fine.

As a rule, reserved equipment for classes needs to be picked up and returned by the teacher or a student he/she authorizes. We assist first time users and deliver under special circumstances. There is a $15 charge for either pickup or delivery, a **$30 charge for both**. If an operator is required, $20 per hour is charged. If equipment is not returned as agreed, a late fine will be charged. Equipment is not to be left unattended since Biola is not a theft-free environment. The department or the teacher who reserves the equipment is financially responsible for the equipment. Students need approval of a teacher to check out equipment for a project or presentation that entails providing a departmental account number to Media Services for financial responsibility.

To minimize transportation hassles, Media Services has several TV/VCR units stored in various closets in a few buildings around campus.

The media enriched classrooms with permanently mounted equipment are supplied by Instructional Services. Questions concerning location and assistance should be directed to **Instructional Services**, located in the Information Technology Office, Lower Metzger or at extension 4740.