As a valued Media Services customer, I wanted to make you aware of a project we are currently working on that will improve our service to you. Like all departments on campus we are looking at ways to make our resources both more efficient and easier to use. As such, towards the end of this calendar year we will begin consolidating our resources to a single server name, replacing the multiple server names we currently use. The single consolidated server name will be *emedia.osu.edu*. As part of this migration we will be moving to new servers, securing new storage, and enacting a new data expiration policy.

We will be working closely with our clients, in particular large content holders, as we near the beginning of the migration window to ensure that all concerns are addressed. There will be a transition period to ensure that we allow ample time for clients and support staff to make any changes necessary. The Knowledge Bank repository and libraries managed by Media Services will be exempt from the data expiration policy. These libraries include the Secured Media Library, Foreign Language Library, Foreign Language Commons, Annenberg, and iTunes U collections.

We will provide more information as the policy and migration workflow are finalized and as there is any information to share. If you have any questions or concerns regarding these changes, please do not hesitate to contact us.

**Justin Troyer**  
**Manager, Media Services**  
Office of Distance Education & eLearning  
The Ohio State University  
(614) 292-1151  |  troyer.48@osu.edu  |  http://go.osu.edu/MediaServices