




REPRESENTATIVE DOCUMENTS

Equipment and Services Descriptions


EMORY
LIBRARIES

Robert W. Woodruff
Library

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 Last Updated: Nov 30, 2011 | URL: http://guides.main.library.emory.edu/study_spaces | [Print Guide](#) | [RSS Updates](#) | [SHARE](#) [f](#) [t](#) [g+](#)
[General Information](#) | [Individual Study](#) | [Quiet Study](#) | [Computer Workstations](#) | [Reservation Rooms](#)
Group Study | [Comments\(0\)](#) | [Print Page](#) | **Search:** [This Guide](#) [Search](#)

Policies

Policies for using group study rooms:

- For **UNLOCKED** study rooms, make your reservation on the sheet posted outside the room. These rooms can be booked for up to 4 hours at a time.
- For **LOCKED** study rooms, check out a key from the Security Desk at the entrance to the library. These rooms can be booked for up to 4 hours at a time. You can reserve locked study rooms up to one day in advance.
- For **CLASSROOMS** that can be used as study rooms after 6pm (room 773 & 874), sign up at the Security Desk (at the entrance to the library) to reserve the room. These rooms are usually unlocked after 6pm, but if you find them locked, Security can unlock them for you.
- Emory faculty, students, and staff have priority over visitors from other institutions.
- A minimum of three people must be present to reserve and use a study room.

[Comments \(0\)](#)

Group Study Rooms Information

Group study room locations in Woodruff Library:

Level	Room	Tech-enabled	Size*	Policy
1	106		Sm	unlocked
	107		Sm	unlocked
2	212		Sm	unlocked
	213	Yes	Med	locked
	215**		Lg	
3	305		Sm	unlocked
	306		Sm	unlocked
4	Music/Media Library 426		Sm	unlocked
	434		Sm	unlocked
	435		Sm	unlocked
6	656	Yes	Med	locked
	664	Yes	Med	locked
	665	Yes	Med	locked
7	756	Yes	Med	locked
	764	Yes	Med	locked
	765	Yes	Med	locked
	773**		Lg	unlocked after 6pm
8	874**		Lg	unlocked after 6pm

* Recommendations:
Small: 3 to 5 people
Medium: 3 to 8 people
Large: 6+ people

** these are classrooms that are only available from 6pm until the stacks tower closes.

[Comments \(0\)](#)

Group study in the Library

Group study is allowed on levels 1, 2, 6, & 7 of the library.

Levels 3, 4, 5, & 8 are for quiet study and not for group study.

Contact Us



Woodruff Library

[Available](#) [Ref Desk Help](#)

Type here to chat.
Press ENTER to



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540 Asbury Circle
Atlanta, GA 30322
404-727-2182
Reference: 404-727-8875
Circulation: 404-727-8873
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Images



Woodruff Library Study Room 656. The glass walls are dry-erase friendly.



Woodruff Library Study Room 756.

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- Library Partners & Opportunities for Collaboration

Equipment

Video Audio Computer Photography E-Readers Requires Training Policies & FAQ

Video Cameras




[Canon ZR960](#)


 Easy

The Canon ZR960 is an entry level SD (standard definition) camcorder that is reliable and simple to use. This camera records to miniDV tape. This camera does NOT provide [phantom power](#) to microphones that require it.

[Read more...](#)




[Flip Video Camcorder](#)


 Easy

The Flip Video Camcorder records to a 2GB internal memory that downloads Internet-ready files for emailing and video sharing sites. The included Flip software helps you easily organize and archive your footage in both Microsoft Windows and Mac. No tapes are required. This camera does not have a microphone input, and therefore does not work with external microphones.

[Read more...](#)



[Flip Video - Ultra HD Camcorder](#)

 Easy

The Flip Video UltraHD Camcorder can record up to 120 minutes of 1280 x 720p HD video to the 8GB built-in memory. When you're done shooting just connect the flip out USB arm to your PC or Mac for instant sharing via email or social media sites. The built-in FlipShare software compresses your HD video to an Internet friendly size and helps you to email, edit, capture stills from video, and upload. This camera does not have a

microphone input, and therefore does not work with external microphones.

[Read more...](#)



Panasonic DVX-100-B



Requires
Training

The Panasonic DVX-100-B is a professional-grade SD (standard definition) camcorder that offers film-like 24-frame per second recording. This camera records to miniDV tape. This camera DOES provide [phantom power](#) for microphones that require it.

[Read more...](#)



Sony HVR-1000u



Requires
Training

The Sony HVR-HD1000U is an HDV camcorder specifically designed for videographers looking for a shoulder-mounted camera. Ideal for event work, the camera has minimal external controls and is capable of recording in SD (standard definition) or 1080i HDV (high definition) directly onto a regular MiniDV tape. Recording to harddrive is possible with this camera, but not supported by the GPMC. This camera does NOT provide [phantom power](#) to microphones that require it.

[Read more...](#)



Sony HVR-Z1U



Requires
Training

The Sony HVR-Z1U is the more professional version of the [HVR 1000u](#) and includes more external controls, similar to the [Panasonic DVX-100-B](#). This camera is capable of recording in SD (standard definition) or 1080i HDV (high definition) directly onto a regular MiniDV tape. Recording to harddrive is possible with this camera, but not supported by the GPMC. This camera DOES provide [phantom power](#) for microphones that require it.

[Read more...](#)



Canon XA10 Kit



The Canon XA10 camcorder is a fully featured, ultra-compact AVCHD pro video camera that includes 64GB of internal flash memory.

[Read more...](#)

Sanyo VPC-HD2000



The Sanyo VPC-HD2000 is an entry level HD (high definition) camcorder that is reliable and simple to use. This camera records to SDHC memory card. This camera does NOT provide [phantom power](#) to microphones that require it.

You can view a [tutorial for this camera here](#).

[Read more...](#)



[Canon Vixia HF R11](#)

Canon's VIXIA HF R11 Dual Flash Memory Camcorder provides you with 1920 x 1080 HD recording, 2MP digital still capture, and a myriad of additional features and functions. In addition to the camera's 32GB built-in flash memory, the HF R11 also records to SD/SDHC memory cards.

**This camera shoots in AVCHD format. A quick reference guide is included with this kit for iMovie and Final Cut Pro users.*

Additional info:

[Read more...](#)

Video Accessories



[Bescor A/V Bracket](#)

The Bescor VB-50 A/V Bracket attaches to tripod mount of your camcorder. The VB-50 can be mounted to the camera alone, or between the camcorder and tripod. A rubber side grip allows for comfortable use. A top (cold) shoe mount allows for the addition of video lights and microphones.


[Read more...](#)



[Bescor On Camera Light](#)

The Bescor LED-70 is an on-camera, dimmable, daylight balanced (6500°K) LED light designed to combine bright output with a compact, highly flexible form factor. Powered by either 4 standard AA batteries or an optional AC power adapter, the unit's 96 LED bulbs produce an ultra bright, 70W-equivalent beam with a reach of up to 30 feet.

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PRESENTATION REHEARSAL ROOMS

The Library & Clough Commons Presentation Rehearsal Rooms are an ideal space on campus to practice and put the finishing touches on classroom presentations.

	Room 441 Capacity = 10 Technology = 1 Projector, PC, Laptop Connection Request Now! (allow 3 business days for approval) Reserve a Room Tips
	Room 443 Capacity = 8 Technology = 1 Flat Panel Display, PC, Laptop Connection Request Now! (allow 3 business days for approval) Reserve a Room Tips
	Room 448 Capacity = 9 Technology = 1 Flat Panel Display, Document Camera, PC, Laptop Connection Request Now! (allow 3 business days for approval) Reserve a Room Tips
	Room 450 Capacity = 6 Technology = 1 Flat Panel Display, Document Camera, PC, Laptop Connection Request Now! (allow 3 business days for approval) Reserve a Room Tips
	Library Rehearsal Studio (Room 109) Capacity = 12 Technology = 1 Flat Panel Display, PC, Laptop Connection Request Now! (allow 3 business days for approval) Reserve a Room Tips

Policies

- Please allow up to 3 business days for your room request to be approved.
- All rehearsal rooms may only be reserved by currently enrolled GT students, faculty or staff.


- Rehearsal rooms are intended for rehearsing, class presentations, job interviews, and similar activities.
- All rehearsal rooms must be reserved in order to be used. No walk-in use is permitted without making a reservation through GT Events.
- No food/drink is permitted in rehearsal rooms.
- All rehearsal rooms are available to reserve up to 2 weeks in advance.
- Reservations cannot exceed 2 hours.
- Please cancel your reservation online if you do not need to use the room.
- Users are requested to turn the plasma screen and digital camera off after use and to leave the room orderly.

For technology assistance users may:

- Ask for help at Library Services Desk or the Clough Commons Core Desk
- Go to the <http://classrooms.gatech.edu> web page
- Refer to the handout at the podium
- Problems with the technology in the rehearsal rooms can be reported 24 hours per day to the OIT Machine Room at (404) 894-4669.





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 GT Library :: 704 Cherry Street :: Atlanta, GA 30332-0900 :: phone: (404) 894-4500 or 1-888-225-7804

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Baton Rouge, Louisiana | Monday, June 11, 2012





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Calendar of Room Reservations

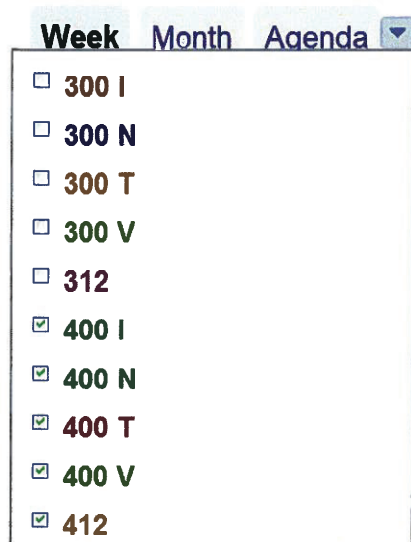
June 2012							Week	Month	Agenda
Sat	Sun	Mon	Tue	Wed	Thu	Fri			
26 12pm busy	27 1pm busy	28 11:30am busy	29 8:30am busy 10am busy 10am busy +3 more	30 9am busy	31 10am busy 11am busy	Jun 1			
2	3 12:30pm busy	4 10:30am busy 1pm busy 3:30pm busy	5 12pm busy 1pm busy 1pm busy +3 more	6 10am busy 11:30am busy 12pm busy +6 more	7 11am busy 2pm busy 2pm busy +6 more	8 9:30am busy 11am busy 1pm busy 1pm busy			
9 10:30am busy 11am busy 3:30pm busy	10 11:15am busy 11:20am busy 12pm busy +7 more	11 9:30am busy 11:30am busy 12:30pm busy +4 more	12	13	14	15			
16	17	18	19	20	21	22			
23	24	25	26	27	28	29			
30	Jul 1	2	3	4	5	6			
Events shown in time zone: Central Time							Google Calendar		

How to use the calendar

1) Using the drop-down box to the upper right, select which room(s) availability you would like to view.



2) For instance, to view only the 4th floor collaborative spaces, select calendars 400 T, 400 V, 400 I, 400 N, and 412.



Making Reservations

Rooms may be reserved in three ways.

- Emailing lsulibstudy@gmail.com
Include the following: your name, the members of your group, and the title of your study group. Please include 'Reservation' in the subject field of your email.
 - Calling 225-578-6926 or 225-578-6927.
Library staff will assist you in making a reservation over the phone.
 - Visiting room 305 or 405 of Middleton Library.
Library staff will help you make a reservation in person at the stack offices of the 3rd and 4th floors.
-

Rules

All room reservations must end one hour before the library closes.

Rooms are available for reservation by current LSU students only. Instructions for faculty on how to reserve a classroom in the library can be found [here](#).

Requests will be processed no later than the beginning of the next working day.

Please note that you are responsible to appear with at least two other LSU students on time for your reservation and you must present LSU IDs with legible writing and photo.

Please also note that you will be held responsible for any damage to the equipment, furniture, or to the room itself during your reservation.

Reservations can be made up to one week in advance. The time limit for a reservation is 3 hours. You cannot make more than one reservation for one room at a time. Reservations made by one person apply to the whole group.

The room will be held for you for fifteen minutes past the reserved time. If you have not arrived by then, it will be made available on a first-come, first-served basis until the time for the next scheduled reservation.

These regulations are subject to change. Their interpretation is at the discretion of the staff member on duty in the stacks office.

SUPPORT

IT Help Desk, Middleton Library Room 141, 225-578-3375, for logon questions, or opening a trouble ticket.

Lab Technology & Software Support, Middleton Room 141, 225-578-0008, for assistance with the collaboration and presentation practice equipment.

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Mobile Website



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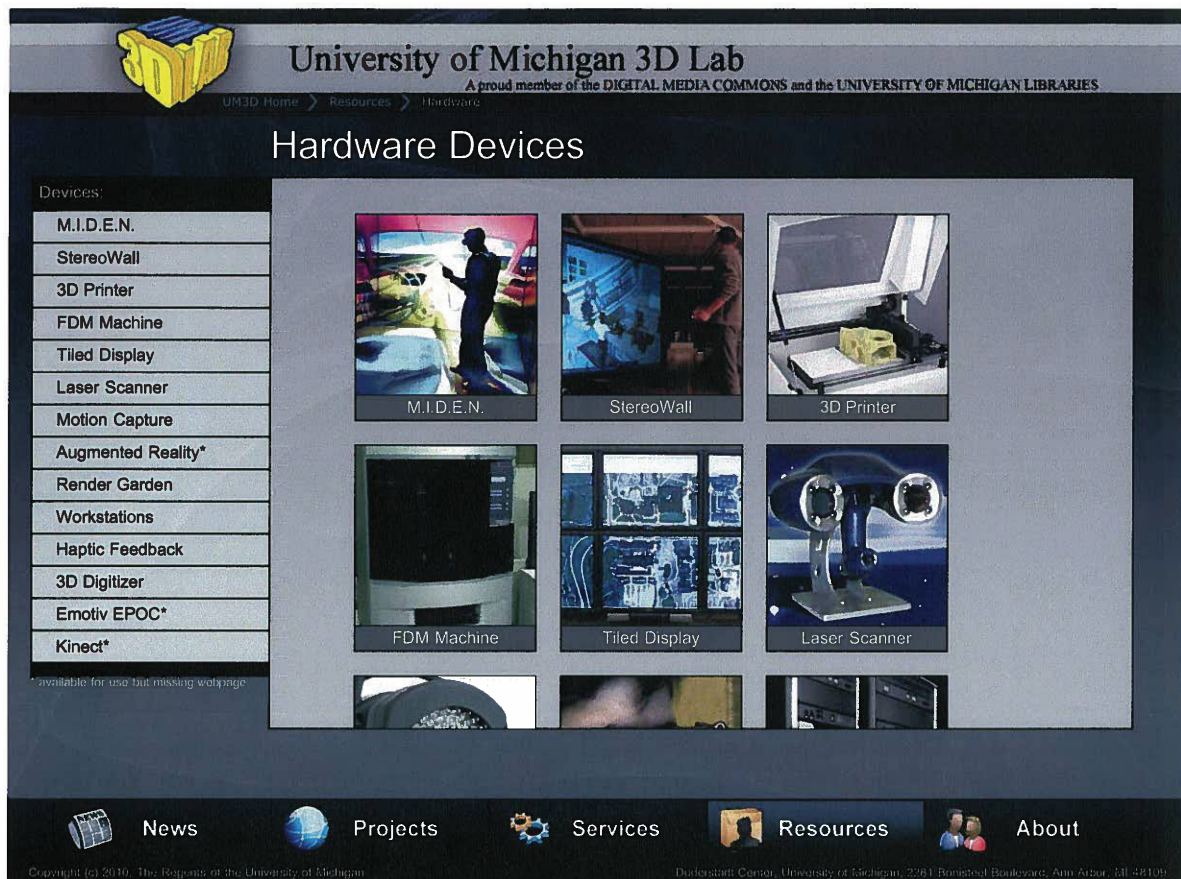


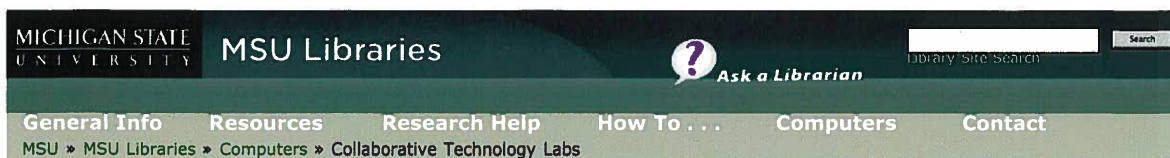
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Collaborative Technology Labs

Create, Design, Share in these high-tech, multimedia, group work spaces. Rooms are available for reservation. Use your MSU NetID when reserving a room. Visit our [Reservation System](#) to reserve a room now.

Note: If your library account is blocked from checking out MSU Library material (by fines, bills, overdue recalls, etc.), that situation must be resolved before you may check into the room. [Login and check your library account here.](#)

The Collaborative Technology Labs are intended to support student group projects assigned in MSU academic courses. Occupants may be asked to vacate the Lab if it is not being used for its intended purpose.

Select a Lab to Learn More:

- Presentation Lab
- Smartboard Labs
- Copy Center Lab
- Interactive White Board Lab
- SmartBoard Lab
- Additional Labs are located in the Engineering Library and the Business Library

Have you checked out a CTL?

[Take our survey](#) and tell us what you think!

Need Help?

[Collaborative Technology Labs Printing and Software Help](#)

[List of software on lab computers](#) - All labs use Full App machines

Presentation Lab:



Location: Room E118 (1st floor, East Wing)

Check in: Circulation Desk

Have a Speech or Presentation to give? Practice and Video and Audio Record Speeches and Presentations. Playback in the room or take the DVD with you.

Play DVDs and Blu-Ray discs on the computer and project them onto the Smart Board. Use the Interactive Smart Board and computer to enhance group work and collaborative efforts.

[Reserve a Lab](#)

Smartboard Labs:



Location: Rooms W101B and W101C (1st floor, West Wing)

Check in: Circulation Desk

Use the Interactive Smart Board and computer to enhance group work and collaborative efforts. The computer will play DVDs and Blu-Ray discs and will project them onto the Smart Board

[Reserve a Lab](#)

Copy Center Lab:

Location: Room W217 (2nd floor, West Wing)

Check in: Reserves Desk

This Lab has two computer lab computers. One Mac and one PC.

This room is equipped with a moveable table, power outlets for your laptop, and a whiteboard.



[Reserve a Lab](#)

Interactive White Board Lab:



Location: Digital Multimedia Center, Room W426E (4th floor, West Wing)

Check In: Digital Multimedia Center Desk

Do your group work in a comfortable room with a white board that can save your work, print your work, or save it to the web. No need to copy your ideas into your notebook. You can just print, save, or e-mail whatever you write on the board. The room also includes a Mac computer with all the computer lab software on it.

[Reserve a Lab](#)

SmartBoard:



Location: Digital Multimedia Center, Room W426F (4th Floor, West Wing)

Check in: Digital Multimedia Center Desk

Use an interactive Smart Board to project your work from the computer screen or from your laptop. The computer will play DVDs and Blu-Ray discs and will project them onto the Smart Board. VHS playback available upon request.

[Reserve a Lab](#)

[Site A to Z](#)

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SPEC Kit 328: Collaborative Teaching and Learning Tools · 67

Streaming Video

The Libraries have licensed several packages of streaming video full length video (see our [Digital Video Collections Guide](#) for a more comprehensive list of licensed/open video collections). These titles are great for screening in class, provide supplemental content to compliment classroom subject matter or assist students in better grasping a difficult concept on their own time (embeddable into Moodle):

Films OnDemand Streaming Video

Films OnDemand provides access to streaming video on a wide range of discipline areas from Arts & Humanities to Professional Programs (e.g., Nursing, Business).

Access Films OnDemand collection: [Films OnDemand](#)

Search [MNCat](#) for Films OnDemand titles.

Note: We recently renewed our licensed over 20 titles, with plans to subscribe to more titles as collection and instructor needs develop. If you would like to request that we subscribe to a title, please check out the [Films catalog of streaming media](#) and contact either your [subject librarian](#) or [Scott Spicer](#) for order consideration.

Alexander Street Press Streaming Video

Alexander Street Press Video packages provide access to collections of discipline specific collections in a number of subject areas. Currently, the Libraries subscribe to the collections of [Theatre in Video](#) (250 performances), [Dance in Video](#) (492 performances), [Opera in Video](#) (260 performances), and [Counseling and Therapy in Video](#) (352 titles).

Ambrose BBC Shakespeare in Plays Video Series

We now have access to 37 streaming video titles from the critically acclaimed BBC Shakespeare in Plays series!! To access the collection, either browse through titles on the [Ambrose video site directly](#) (click on the "BBC Shakespeare" link below) or search for [MNCat](#) for individual titles.

Digital Image Resources

Media Services has developed a comprehensive [interdisciplinary guide to digital image resources](#) that covers 85 subjects and features amazing online collections and licensed image databases such as [ARTstor](#), [Anatomy TV](#), [Birds of North America Online](#), and [Camio](#).

Announcing Recent Subscription to AP Images!!

AP Images is one of the world's largest collections of historical and contemporary Imagery, with a 50 million-image print and negative archive. As an essential source of photographs and graphics for professional image buyers, AP Images strives to meet the needs of today's global customer through superior image quality, selection and service. [Search AP Images](#).

ARTstor Tutorial

Consisting of over one million images curated from thousands of interdisciplinary museum, institutional, and user-generated collections, ARTstor is one of the most commonly used resources for specialized images. Watch the video below to learn how to access and navigate ARTstor, just one of several [ARTstor YouTube videos](#).

Equipment Available for Checkout

Love Library has digital cameras, digital camcorders, digital projector, external hard drives, digital audio voice recorders and microphones for UNL students to check out.

In order to check out equipment from Love Library, a user must first receive a short orientation on how to use that piece of equipment and sign an [Equipment Use Agreement form](#). Training is available in the [Media Services department](#) in Love Library's second floor. You must present your NU ID card for the orientation and everytime you check out the equipment.

Once you've gone through orientation, you can check out the equipment for which you have been trained to handle. You do not need to go through training every time you check out an item, unless it is a piece of equipment for which you have not yet been trained.

If you have questions about the circulation of equipment or the training, please call the [Media Services](#) desk at (402) 472-6039.

Media Services:

phone: 402-472-6039

fax: 402-472-5131

Cameras

Camcorders

Tripods

Audio Voice Recorders

Portable Projectors

Projector Screen



External Hard I

Microphones

MIMIO Whiteboard Capture Device

Equipment Checkout Policy



Cameras (Check Availability)

ITEM	SPECIFICATIONS	SPECIAL NOTES
 EOS Canon Digital Rebel	<ul style="list-style-type: none"> 6.5 megapixels for the two EOS 300D, 8.0 megapixels for EOS 350D, and 10.1 megapixels for EOS 1000D USB connection, drivers may need to be installed Mac OS/WinXP compatible No internal memory Uses CF memory cards type I and II Lithium ion rechargeable battery See Canon Website for more details 	<ul style="list-style-type: none"> # Available: 5
 Casio QV-R51	<ul style="list-style-type: none"> 5 megapixels 9.7MB of built in flash memory USB connection, plug and play with Windows XP machines Uses SD memory cards Regular AA-sized Alkaline battery or rechargeable batteries (included) See the Casio Website for more details. 	<ul style="list-style-type: none"> # Available: 1 SD memory card is NOT checked out with this item. A memory card is not required in order to use this item.

Camcorders (Check Availability)		
ITEM	SPECIFICATIONS	SPECIAL NOTES
 <p>Canon XH A1S HDV Camcorder</p>	<ul style="list-style-type: none"> • Video Recording System: HDV: HDV1080i; DV: DV specifications • Image Sensor: (3) 1/3-inch Native 16:9 CCDs (1440x1080) • Effective Pixels: HD approx. 1.56 Megapixels (1440 x 1080) SD (4:3) approx. 1.17 Megapixels (1080 x 1080) SD (16:9) approx. 1.56 Megapixels (1440 x 1080) • Lens: Canon 20x HD L Series Zoom, f=4.5-90mm, f/1.6-3.5 • Frame Rate: 60i, 24F, 30F • Viewfinder: .57-inch widescreen, approx. 269,000 pixels • LCD Screen: 2.8-inch widescreen, approx. 207,000 pixels • Microphone: High-performance stereo electric condenser microphone • Operating Temperature range: 32 - 104° F (0 - 40° C) • Dimensions: 6.4 x 7.6 x 15.5 in. (163 x 192 x 394mm) • Weight (fully loaded): 5.3 lbs. (2400 g) • See the Canon Website for more details. 	<ul style="list-style-type: none"> • # Available: 2 • MiniDV / HDV tapes are NOT checked out with this item. Users must bring in their own tapes.
 <p>Canon GL2 miniDV Digital Camcorder</p>	<ul style="list-style-type: none"> • 3 CCD 1/4" pixel shift (charged coupled device) 410,000 pixels • Uses miniDV digital video tapes • 90 minute rechargeable lithium ion battery • 20x Professional L-series Fluorite optical zoom lens and 100x digital zoom • USB and Firewire (IEEE 1394) • Video in/out • See the Canon Website for more details. 	<ul style="list-style-type: none"> • # Available: 3 • MiniDV tapes are NOT checked out with this item. Users must bring in their own tapes.
 <p>JVC Everio GZ Digital Camcorder</p>	<ul style="list-style-type: none"> • Internal Harddrive video camera • Ultra-compact • USB/AV out terminal • 20x Optical Zoom and 200x Digital Zoom • See the JVC Website for more details. 	<ul style="list-style-type: none"> • # Available: 1 • No tapes required to operate.
	<ul style="list-style-type: none"> • 3CCD Camera System • Uses miniDV digital video tapes • 120 minute lithium ion rechargeable 	<ul style="list-style-type: none"> • # Available: 1


Panasonic GS-120 Panasonic GS-120	battery <ul style="list-style-type: none"> 10x Optical Zoom and 700x Digital Zoom See the Panasonic Website for more details. 	<ul style="list-style-type: none"> MiniDV tapes are NOT checked out with this item. Users must bring their own tapes.
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Tripods (Check Availability)

ITEM	SPECIFICATIONS	SPECIAL NOTES
 <p>Manfrotto 190 xprob Tripod The 190 xprob is a relatively small tripod that enables you to carry it around when traveling. At its smallest it closes down to 57cm (~22.5 in), which is small enough to fit onto a backpack or to carry around in your hand. The good thing is that it extends to 146cm (~57.5 in) with the center column fully extended, with the ball head on top; this is just about eye level for most which is perfect.</p>	<ul style="list-style-type: none"> attaches by 3/8 screw rapid center column leg angles: 25°.46°.66°.88° load capacity: 5 kg maximum height: 146.0 cm minimum height: 8.5 cm See the Manfrotto Product website for more details. 	<ul style="list-style-type: none"> # Available: 2 3-day checkout.
 <p>Sunpak 2001 UT Tripod Lightweight and compact, the 2001UT is an excellent travel tripod. Designed for use with compact still or digital cameras or camcorders, the 2001UT offers a 3-way pan head with tilt reference scale and separate locking controls,</p>	<ul style="list-style-type: none"> 3-way pan head Quick-release mounting plate Retractable video indexing pin Gearless lift-and-lock center column Maximum Height: 49 inches Minimum Height: 18.5 inches; 19.7 inches when folded Weights 37 ounces Load capacity: 4 lbs. 6 oz. 	<ul style="list-style-type: none"> # Available: 1 3-day checkout.

and features a quick-release mounting plate with retractable video indexing pin. With a folded length of only 19.7", the 2001UT extends to 49", yet weighs a mere 37 ounces with its solid 22mm leg diameter.

Audio Voice Recorders (Check Availability)

ITEM	SPECIFICATIONS	SPECIAL NOTES
 Olympus DS-2 Voice Recorders	<ul style="list-style-type: none"> Weight: 80 grams 18 hours battery time (2 AAA batteries) Recording Format: DSS(LP/SP)/WMA(HQ/SSP/SHQ) 64 MB of storage (up to 22hrs of recording time) Voice Activation Windows and Mac compatible See the Olympus America Website for more details. 	<ul style="list-style-type: none"> # Available: 5 3-day checkout.

Portable Projectors (Check Availability)


ITEM	SPECIFICATIONS	SPECIAL NOTES
 Samsung SP-P410M DLP Projector	<ul style="list-style-type: none"> Aspect Ratio: 4:3 (Native) 5:4, 16:9 Contrast Ratio: 1000:1 Resolution (Native / Max): SVGA (800 x 600) / SXGA (1280 x 1024) Video Compatibility: NTSC, PAL, SECAM, HDTV (480i, 480p, 576i, 576p, 720p) Weight: 2.1 lbs. (0.95 kg) Lamp Type: LED Projection Distance: 2.2ft ~ 9.3ft Projection Screen Size (Diagonal): 20in ~ 80in Optical Zoom: 1.72:1 See the Samsung website for more details. 	<ul style="list-style-type: none"> # Available: 3 The only cable attachment provided is a VGA to VGA computer cable.
	<ul style="list-style-type: none"> Weight: 2.2lbs 1500 ANSI lumens XGA 1024x768 native resolution Wireless remote and cables included with checkout 	<ul style="list-style-type: none"> # Available: 2 3 day checkout.




NEC LT20E Digital Projector

- 3 digital inputs (notebook, video, s-video)
- See the [NEC Visual Systems website](#) for more details.


Projector Screen (Check Availability)

ITEM	SPECIFICATIONS	SPECIAL NOTES
 Projector Screen	<ul style="list-style-type: none"> • The Da-Lite Versatol® is ideal for classrooms and training rooms. • Keystone eliminator tilts the screen forward to compensate for distorted images. • High-low case adjustment allows a 50" x 50" screen to be fully opened in a room with an 8' ceiling. 	<ul style="list-style-type: none"> • # Available: 1 • 3-day checkout


External Hard Drive (Check Availability)

ITEM	SPECIFICATIONS	SPECIAL NOTES
 Western Digital External Hard Drive	<ul style="list-style-type: none"> • 500GB capacity • Mac/WinXP compatible • USB and Firewire (IEEE 1394) • No separate power supply needed, USB powered. • See the Western Digital Website for more details. 	<ul style="list-style-type: none"> • # Available: 5 • For your own protection, please remove data from the hard drive before returning to the library.

Microphones

Microphones (Check Availability)		
ITEM	SPECIFICATIONS	SPECIAL NOTES
 <p>Sony Dynamic Microphone F-V220</p>	<ul style="list-style-type: none"> • Highly-sensitive miniature tiepin-type microphone • Alnico magnet for extended frequency response • UniMatch plug for use with various players 	<ul style="list-style-type: none"> • # Available: 2 • 3 day checkout.

MIMIO Whiteboard Capture Device

MIMIO Whiteboard Capture Device (Check Availability)		
ITEM	SPECIFICATIONS	SPECIAL NOTES
 <p>MIMIO Whiteboard Capture Device</p>	<ul style="list-style-type: none"> • Mimio Interactive Xi Bar • Mimio Capture Kit • Software CD • See the Mimio Product website for more details. 	<ul style="list-style-type: none"> • # Available: 1 • 4 hour checkout.

Equipment Checkout Policy

- Items will be checked out from and returned to the Media Services department of Love Library (Room 201). Do NOT use the book drop boxes or circulation desk when returning items.
- Must have current UNL ID card present to check out equipment.
- Library record must be in good standing to check out equipment. (No blocks on record, fines etc.)
- Borrowing is on a first-come-first-served basis.
- A student may not check out two or more cameras at one time
- All digital equipment may be borrowed for 3 days (72 hours). Portable hard drives check out for 7 days.
- No renewals allowed. When an item is returned, please wait 24 hours before checking equipment out again.
- **Overdue fines are \$5 an hour**, with a maximum fine of \$25. Overdue notices are sent as a courtesy only.
- While equipment is in your possession, you are responsible for it at all times. You may not loan it to anyone else. DO NOT LEAVE EQUIPMENT UNATTENDED. If an item is not returned, you will be charged for the replacement.
- All equipment must be present to check in item. If any equipment is missing, the item will stay on your record until every piece is returned. PLEASE NOTE: Fines are not waived for overdue equipment caused by missing items.
- If items fall into MISSING STATUS:
 - A registered letter will be sent and police will assist in recovering equipment
 - You **will be banned** from future equipment checkouts
- If any equipment is damaged while in your possession, you will be responsible for the cost of the repairs, not to exceed the replacement cost of that item.
- Replacement costs vary according to type and model of hardware, and we reserve the right to purchase an equal or similar model in case of discontinuation.
- Equipment cannot be used in violation of the law or of the University of Nebraska-Lincoln policies.

[Link to Equipment Use Agreement Form](#) 

Studio Fact Sheet

hardware

PRODUCTION AREA

The production area of The Studio offers space and equipment for digitizing and working with media materials. Workstations in the production area are PowerMac G4's and Dells with Pentium III processors. These stations are connected to a variety of input equipment for analog to digital and digital to analog conversions.

INPUT EQUIPMENT

VCR Players
DVD Players
Laserdisc Players
CD Players
Audio Cassette Decks
MiniDV Deck
S-VHS Deck
Small & Large Format Flatbed Scanners
Slide / Negative Scanners
MIDI Keyboard
Turntable
Microphones
Media Converters
Wacom Pen Tablet
Jog Shuttle (for Final Cut Pro)
Photo Quality Inkjet Printer

Each workstation in The Studio has a unique configuration of software, hardware & equipment. Please see our website for details.

EDITING AREA

The editing area of The Studio is primarily available for working on materials that are already in digital format and provide much of the same software that is available on the production workstations. The editing workstations do not have the full array of digitizing equipment.

Checkout Equipment

In order to check out equipment, you must attend an orientation class and sign a loan agreement

8 MiniDV Video Cameras
5 Digital Cameras
1 MiniDisc Recorder
Tripods & Microphone Stand

Up to 72 HOUR CIRCULATION

SOFTWARE

MULTIMEDIA / GRAPHICS

Adobe Photoshop
Adobe Illustrator
Adobe Streamline
Macromedia Fireworks
Macromedia Fontographer
Macromedia Freehand

VIDEO / AUDIO PRODUCTION

iMovie
Final Cut Pro
DVD Studio Pro
iDVD
QuickTime Pro
SoundEdit
ProTools LE
Adobe Premiere
Adobe AfterEffects
Cleaner
Finale

DOCUMENT / DESKTOP PUBLISHING

Adobe FrameMaker
Adobe Acrobat
Adobe Pagemaker
Quark XPress
Microsoft Word
Microsoft Powerpoint

ANIMATION

Macromedia Flash
Macromedia Shockwave Director
Adobe Dimensions
Adobe LiveMotion

WEB DESIGN

Macromedia Dreamweaver
Adobe GoLive

9AM - 11PM
Monday thru Thursday
9AM - 5PM
Friday
10AM - 5PM
Saturday
1PM - 11PM
Sunday

STUDIO FALL & SPRING HOURS

RESERVATIONS AND CONTACT INFORMATION

<http://www.lib.utk.edu/mediacenter>
865-974-6396

revised 01/13/02

the
STUDIO
UNIVERSITY OF TENNESSEE LIBRARIES

What is The Studio?

The Media Center Studio is a digital media lab. It provides media equipment, computers, software, and consultation services for the creation of media-enhanced instructional products. It also provides computer access to electronic text resources and digital image collections in the library. Services are available to students, faculty and staff of the University of Tennessee. Our goal is to provide media computing resources, a trained staff to provide assistance, and information about campus wide training opportunities for students.

Where is The Studio?

The Studio is located in the Media Center of Hodges Library (room 245).

What can be done in The Studio?

The Studio is open to any UT student, faculty or staff. The Studio provides the necessary equipment, software and assistance to create media-enhanced assignments, which is its primary purpose. The Studio is not designed to be a location for the conversion of personal collections such as converting an entire LP collection to CD. OIT has labs available for checking email, surfing the Internet, uploading content to Blackboard, general word processing and basic scanning.

What do I need to bring with me to work in The Studio?

A Valid UT ID.

If you are saving your work, bring media (zip disks, blank CD's, DVD's, MiniDV tapes, VHS Tapes).

Plan for your project by learning unfamiliar software programs ahead of time.

Should I make a reservation?

YES! Studio workstations and checkout equipment are in high demand, so users are encouraged to reserve time and equipment. Priority will be given to users who have made a reservation in advance. To make a reservation, please go to our website at <http://www.lib.utk.edu/mediacenter> and fill out our reservation form. We will contact you within 2 business days with information regarding your request. You may also make a reservation via telephone or in-person.

Workstations may be reserved for up to 3 hours per session. If you are editing video you may reserve up to 5 hours at once.

We expect users to be on time for reservations. Reservations will be held for 15 minutes after which the workstation or equipment may be assigned to someone waiting.

What equipment can I check out?

The Studio circulates miniDV cameras, digital cameras, a minidisc recorder, microphones and tripods. You will need to attend a course to use the equipment. In addition, users must sign a contract agreeing to be responsible for any damaged or lost equipment.

Where can I save my work?

Files saved on Studio computers will be deleted. Most of our workstations have CD-RW drives and zip drives available for your use. Some production workstations also have DVD-R drives. You must provide your own media to use these. For large projects involving video, we recommend an external Firewire hard drive. Storage space (50MB) is also available on your VolSpace at <http://volspace.utk.edu>. If you have questions, please contact us.

Consultation & Instruction

The Studio is staffed by full time consultants with experience in multimedia production. Studio consultants are also available for one on one consultation for faculty, students and staff. We can assist with the planning and completion of assignments involving the use of new media.

The Studio Reference Collection contains media-based tutorials, manuals, and books for beginners and advanced users of multimedia software. See our web site for titles.

Copyright Compliance

Please be aware that you, the user, are responsible for the legal use of copyrighted materials in this lab. If you need more information about copyright, please see <http://www.lib.utk.edu/plan/copyrt>

Guidelines For Users

*Note: Disruptive behavior and the use of cell phones are not permitted in The Studio.
The installation of unauthorized software IS PROHIBITED.*

**<http://www.lib.utk.edu/mediacenter>
974-6396
245 Hodges Library**

the studio
New Space = New Media = New Possibilities



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Checkout](#)

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[iPads in the
Classroom –
Julie Newman's
Sustainability
Course](#)

[Yale Medical
School iPad
Program](#)

[Yale Summer
Session Online
Courses](#)

[eBooks in
Overdrive](#)

Bass Media Frequently Asked Questions

General Information

Who can use the equipment and Bass Media services?

How long can I check something out? What if I need it for a couple of weeks?

What are the restrictions on how much and what I can check out?

How do I make a reservation?

What are the replacement costs for missing or lost items?

I'd like to purchase some insurance

Equipment

What kind of equipment does the program have?

Policies

Am I allowed to take BMEC equipment on international travel?

What happens if equipment is overdue?

Where do I pick up and return equipment?

The Circulation Desk is closed for the night, and I have equipment that I need to return. Can I leave it in the book return?

NEW: Negative Impact Policy

Hardware

Camera-Mic compatibility

Software

Search FAQs:

Don't see a question on here that you'd like to ask us about? Submit a question here: <http://tinyurl.com/BMEC-FAQ>

<< Jun 2012 >>

S	M	T	W	T	F	S
27	28	29	30	1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Events

No events



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Unusual Reserves

Steacie Science and Engineering Library holds many items on reserve besides textbooks and CD-ROMs, including:

[Scientific calculators \(3\)](#)
[Headphones \(6\)](#)
[USB key \(500 MB\)](#)
[USB extension cable](#)
[Network cable \(CAT5\)](#)
[Digital voice recorder](#)
[Zip drive \(no disk or cable\)](#)
[Chess set](#)
[Digital camera, 10.0 MP \[Details\]](#)
[Sony eBook reader \[Details\]](#)
[iPod Touch 32GB](#)
[iPads \(3\) \[Details\]](#)
[Media Card Reader \[Details\]](#)
[Pocket Weather Meter \[Details\]](#)
[Analog Sound Level Meter \[Details\]](#)
[Kodak Playsport Zx3 Video Camera \[Details\]](#)
[Epson VS310 Multimedia Projector \[Details\]](#)
[Kill A Watt Electricity Usage Meter \[Details\]](#)
[Arduino Starter Kit \[Details\]](#)

Scientific models

And Ye Shall Know Me by My Strength

by Telstar Logistics



Last modified:
June 11, 2012

[Privacy and Legal](#)

York University Libraries, 4700 Keele Street, Toronto, Ontario, M3J 1P3
Phone: 416-736-5150

Loan Policies and Agreements



University Libraries
Laptop Lending Agreement

Please read this agreement completely before signing. It must be signed before a laptop is checked out to you. This agreement will be kept on file by the University Libraries.

I understand the following:

1. Only UAlbany faculty, staff and students may borrow a laptop. Blocks due to outstanding library financial obligations will prevent laptop loans.
2. A laptop is to be used only *within the library building* from which it is borrowed.
3. The loan period is **4 hours** or until 30 minutes before closing, whichever is less, with no renewals and no overnight lending. No laptops will be loaned within 30 minutes of building closing.
4. Overdue fines are \$15/hour or part of an hour, to a maximum of \$225 even if the library is closed.
5. FILES MUST BE SAVED TO AN EXTERNAL DRIVE.
6. I am responsible for this laptop at all times – I will not lend it to anyone else. I will not leave the laptop unattended. *If the laptop is stolen or damaged while checked out to me, I am liable for replacement charges.*
7. There is *no direct method of printing* from this laptop. Plan accordingly.
8. Laptops not returned within three days past due will be declared lost and I will be billed for replacement based on the items lent to me. A Student Accounts block is in effect until full payment is made. Failure to pay library invoices may result in a referral to a collection agency.

I agree to the following:

1. I am responsible for checking the printed TIME DUE on my receipt and obtaining a return receipt.
2. I am responsible for the return of all pieces which accompany the laptop based on the inventory completed by library staff for each loan. I will pay the replacement cost of any laptop peripheral lost, stolen, not returned, or damaged beyond repair while checked out to me. I will pay the full replacement cost of \$2,195 if the laptop is lost, stolen, not returned, or damaged beyond repair while checked out to me. If I fail to pay the replacement cost, I understand that such payment due will be added to my student account and that such monies owed could impact my ability to enroll in classes, graduate, and obtain transcripts.
3. I may not copy any software to or from the laptop and I may not deliberately attempt to make modifications to the machine including to the software, hardware and system settings.
4. I agree to abide by campus Information Technology policies [http://www.albany.edu/its/cio_glance_it_policies.htm].
5. Failure to abide by these terms may result in my future ineligibility for this service.

My signature below indicates that I understand and agree to abide by the policies of UAlbany's laptop lending program while I am affiliated with the University.

Signed _____ Date _____

Printed name _____ Albany ID __000



Or SUNYCard 29089 _____

Verified by library staff-----> Staff initials: _____

Entered in ALEPH by -----> Staff initials: _____

Last revised 7/30/08

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TECHB@R

Equipment Lending Terms and Conditions

[TECHB@R Events](#)

[Training](#)

[Resources for IT Staff](#)

TECHB@R Equipment Lending Terms and Conditions

I understand that:

- I will not be eligible for the lending program if I have \$100 in outstanding library fines or any lost items.
- Any personal data saved on the item will be removed when the item is returned.
- Laptops reset their configurations and remove personal data when rebooted or powered off.
- I am responsible for any lost or damaged equipment fees.
- If a device has multiple pieces or accessories, I am responsible for making sure they are all returned.
- I will **not** drop any equipment off in a book drop-off slot. **I may be fined a lost/damaged item fee if I return my item in this manner.**
- Lending is only available to currently registered faculty, students, and staff.
- Items may **only** be returned to the TECHB@R, Regenstein circulation desk, or Regenstein entry control desk.
- I may have three in-person renewals of an item. After three renewals, I must wait a minimum of one day before borrowing the same item type again. Renewals may be refused if an item is returned late or an item type is popular.
- These terms and conditions are subject to change without prior notification.

Available Equipment

The following equipment is available to currently registered faculty, students, and staff free of charge. Equipment that would be due after the TECHB@R closing is instead due one hour after opening the next day. Laptops come with a power adapter and carrying case. Both have the same late fees as the laptop itself. There is up to a \$5 fee for lost bags/vinyl satchels, and a \$50 fee for lost laptop carrying cases.

Equipment	Lending Time	Late Fee	Lost/Damaged Item Fee
Tablets	8 hours	\$20/hr	\$900/Item
Laptops (Mac and PC)	8 hours	\$20/hr	\$1500/Item
Power Adapter	2 hours	\$10/hr	\$90/Item
Video Adapter	8 hours	\$10/hr	\$90/Item
Cables	8 hours	\$10/hr	\$90/Item
Conference and video equipment	8 hours	\$20/hr	\$1200/Item

CONTACT INFORMATION

Need Help? Contact Support
773-702-5800
itservices@uchicago.edu

TECHB@R EVENTS

JUN ONLINE - Collecting Assignments Electronically using Chalk
1:00 - 2:00 pm
Other Location (see description)

JUN CANCELLED - Setting up Tests, Quizzes, and Surveys
1:00 - 2:00 pm
Other Location (see description)

JUN ONLINE - Chalk 9 Overview
1:00 - 2:00 pm
Other Location (see description)

JUN Training Office Hours at the TECHB@R
9:00 - 11:00 am
TECHB@R

JUN CANCELLED - Exploring Voice Tools
1:00 - 2:00 pm
Other Location (see description)

[View all events](#)

Click on the links below to check equipment availability:

- ▶ [Laptops and tablets:](#)
- ▶ [Video adapter types:](#)
- ▶ [Power adapter types:](#)
- ▶ [Cables and other adapters:](#)
- ▶ [Conference and audiovisual equipment:](#)
- ▶ [Accessibility equipment \(by special request only\):](#)

IT Services is part of the University's [Finance & Administration](#) Division »

Resources For... <ul style="list-style-type: none">IT AdministratorsDepartmentsInternational TravelersUniversity Affiliates	I'm Looking For... <ul style="list-style-type: none">Service CatalogKnowledge BasemyUChicago PortaloStore	Special Situations <ul style="list-style-type: none">New to CampusWorking Off-CampusJob Change StatusClosing Account	<p>© 2012 The University of Chicago</p> <ul style="list-style-type: none">Contact UsIT SupportIT Solution CenterAbout ITS
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WOODRUFF

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MARSH

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THEOLOGY

EMORY

EMORY LIBRARIES

Robert W. Woodruff Library

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Digitization Program

Teaching Support/Instruction

Learning Commons - Computing

Ask a Librarian

Subject Librarian Directory

Follow our Blog

iPad and Nook Color Loans


Check out an **iPad Version 1** or a **Nook Color** from the Music and Media Library!

*Music & Media Library circulation desk
Level 4 in the Woodruff Library Building*

We currently offer **iPads Version 1** and **Nook Colors** and their corresponding power adaptors and USB cords.

Please note the following policies about the program:


- Emory University students must present their Emory Card to checkout an iPad or a Nook Color. Emory University faculty and staff must present their Emory Card or driver's license
- iPads and Nook Colors check out for two weeks, with no renewals.
- Overdue fines are \$5.00 per day, with a \$250 fine for any Nook Color and a \$600 fine for any iPad that is lost, stolen, damaged beyond repair, or not returned.
- If an item is brought back to the library incomplete (without the A/C adaptor, sync cable, cover or carrying case), the patron will be given an extra day to gather the missing pieces. If any pieces are lost, patron will be charged replacement costs.
- If the Music & Media Library is closed, iPads and Nook Colors must be returned to the Security Desk on Level 2. The \$5 per day overdue fine will accrue until the device is checked in the following morning.
- Charges for damage will be assessed based on repair cost.
- In order to download Barnes & Noble Nook content, you can deregister the Nook Color and register it to yourself rather than the Music & Media Library.

 [Nook Registration Instructions](#)

iPads and Nook Colors are available on a first come, first serve basis. Please check discoverE for availability:

Have Feedback?

This will only take a minute


EMORY
LIBRARIES

discoverE

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CATALOG

ARTICLES

EMORY REPOSITORIES

COMBINED SEARCH

All items

[Advanced Search](#)


iPad.
2004
Checked out from Marian K. Heilbrun Music Media Service Desk (iPad 1st Gen.)







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Availability and locations in Emory University Libraries

Location	Call Number	Description	Status/Due Date	Barcode	Item Type	Request Options
<div> <div>Manan K. Heilbrun Music Media</div> <div>EQUIP</div> <div>(iPad 1st Gen.)</div> <div>Out of library</div> </div>						
Manan K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #1	03/22/12	010001141280	Equipment	Sign in to request
Manan K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #6	03/27/12	010001141346	Equipment	Sign in to request
Manan K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #7	04/05/12	010001141256	Equipment	Sign in to request
Manan K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #8	03/22/12	010001141347	Equipment	Sign in to request
Manan K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #9	04/02/12	010001141348	Equipment	Sign in to request
Manan K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #10	03/30/12	010001141349	Equipment	Sign in to request
Manan K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #2	03/23/12	010001141252	Equipment	Sign in to request
Manan K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #3	04/05/12	010001141253	Equipment	Sign in to request
Manan K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #4	03/28/12	010001141254	Equipment	Sign in to request
Manan K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #5	03/24/12	010001141255	Equipment	Sign in to request


 Ask a Librarian

Robert W. Woodruff Library, Emory University
 540 Asbury Circle, Atlanta, GA 30322-2870
 PHONE: (404) 727-6873 FAX: (404) 727-1655

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Multimedia & Computing
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Tutorials
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Citations
For Faculty, Instructors &
Graduate Students

Community

Collaboration

Gelardin New Media Center Equipment Use Policy

Our equipment offerings are vast and varied. We have simple gear for simple projects, and professional gear for true (and aspiring) professionals.

Policies

1. Equipment check-outs are for 24 hours only. Plan accordingly.
2. Reserve equipment by phone (202-687-7410) or in person. The GNMC is located on [the 1st floor of Lauinger library](#).
3. Please be on time to pick up your gear, or call to let us know you will be late. Due to high demand, we reserve the right to cancel your reservation if you are more than 30 minutes late.
4. Fines for equipment kits are \$5 per hour late. Bring your equipment back on time! See detailed fine information under [the library's borrowing policies](#).

General tips:

1. When you receive your equipment, check that your battery is charged and that your equipment works. The GNMC charges batteries and inspects equipment regularly, but as responsible producers, it behooves you to check your gear before taking it into the field.
2. Almost all of our video cameras record to miniDV tapes, which you need to purchase yourself. Be prepared! The GU Bookstore carries miniDV tapes.
3. If you are picking up more than 2 pieces of bulky equipment, consider bringing a friend or also reserving [an equipment cart](#) to help out.
4. We very highly recommend that you learn how to use your equipment before renting it. We have online [tutorials and guides](#), or you can schedule a [one-on-one consultation](#) for hands-on guidance. Training is mandatory for some equipment. See below for details.

NEW Fall 2011 - Training is mandatory for some equipment.

For the safety of our advanced equipment, some items require that you receive in-person training before you can reserve it or check it out. Previously, the below items did not require any training.

Will users be able to make a reservation for equipment that they are not trained for? You will only be able to reserve restricted equipment after completing a short training. [Workshops are offered weekly](#) and [consultations can be scheduled](#) 3 days in advance. Please plan ahead, and contact us if you have any questions.

What about returning users who have used the equipment before? You will need to take the training even if you have used restricted equipment

gelardin
NEW MEDIA
center

[Borrowing Policies](#)
[Copyright & Multimedia](#)
[Editing Areas & Spaces](#)
[Guides, Tutorials & Videos](#)
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[Media Reserves](#)
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[Showcase](#)
[Software](#)
[Workshops](#)

in the past. However, if you wish to forego the training because you are confident in your experience with the equipment, you may speak to a supervisor about becoming an authorized user. To speak to a supervisor, please come to the front desk during normal hours or give us a call at 202-687-7410. The supervisor will ask you a couple of questions about your experience.

Restricted equipment includes:

1. [Panasonic DVX-100 video camera](#)
2. [Sony HVR-1000u video camera](#)
3. [Sony HVR-Z1U video camera](#)
4. [Sennheizer Wireless Lavalier Microphone Kit](#)
5. [Sennheizer Dual Wireless Lavalier Microphone Kit](#)
6. [Marantz 660 audio recorder](#)
7. [Marantz 670 audio recorder](#)
8. [3-Light Kit](#)
9. [On-Camera Light Kit](#)
10. [Advanced Tripod](#)



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37th & O Streets NW Washington DC 20057-1174
202.687.7452
library.georgetown.edu
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Students

Gear to Geaux

17

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GEAR 2 GEAUX

CHECK OUT LAPTOPS, DIGITAL CAMERAS, VIDEO CAMERAS AND MUCH MORE FROM THE MIDDLETON CIRCULATION DESK

GROK ARTICLE 3494

LSU

You must be an LSU STUDENT to be eligible for Gear to Geaux.

The LSU Student Technology Fee funds the purchase of select mobile computing devices. These are available for check-out from the Middleton Library Circulation Desk. A student ID is required to check out these items. Any items not returned will be charged to your fee bill.

GEAR AVAILABLE FOR CHECKOUT:

- 30 Dell laptops
- 18 Apple Macbooks
- 700 Student Response System ("Clickers")
- 3 Digital cameras
- 16 Digital camcorders
- 6 Tripods
- 30 Power Cords

ELECTRONICS CHECK-OUT POLICY AND PROCEDURES:

Eligible borrowers:

- Louisiana State University students

ID required:

- A current, valid Louisiana State University Student ID is required for check-out. Circulation is limited to students with check-out privileges. If you are delinquent for any reason you will not be able to check-out electronics.

Circulation:

- Items can be checked out at the Middleton Library Circulation Desk.
- Laptops, cameras and tripods may be checked out for 72 hours.
- Power cords checked out for 12 hours for building use only.
- ERS clickers are checked out on a per-semester basis.
- Each student may check out only one laptop at a time.
- Gear to Geaux items should not be left unattended at any time.
- You are responsible for the all materials checked out on your ID card.
- Immediately report any problems, loss or damage of items to Library Circulation Desk, or the IT HelpDesk (378-DEBK).

Renewing:

- Bring Gear to Geaux items to the Library Circulation Desk for renewal.
- In order to renew laptops, the Circulation Desk must have at least three laptops available for other students to use.
- NO laptop, camera or card can be renewed if others are waiting.
- All items can only have one consecutive renewal.

Fees and Fines:

- Overdue fees are automatically charged to patron record.
- \$10.00 for every hour the Gear to Geaux item is overdue. (For clicker charges, see below).
- \$50.00 maximum overdue fine, then replacement cost will be charged. Upon return, there will be at least a \$30.00 non-refundable fee which may increase depending on length of time between billing and return of item.
- \$1,000.00 replacement cost for each laptop lost. (\$50 non-refundable) Note that a police report will be filed for lost equipment.
- \$1.00 for every hour the clicker is overdue up to a maximum of \$20.00.
- \$30.00 replacement cost for a lost clicker.
- \$30.00 processing fee will be added to the replacement cost of the item.
- Damage or loss charges may be applied to the student's University Fee bill.
- Items will be declared lost after 24 hours.
- Library circulation privileges are suspended once items are declared lost.
- Patrons are responsible for full replacement cost if electronic items or any peripherals charged out to them are lost or stolen, or the full repair parts and service costs if the electronic item or any peripherals are damaged.
- Borrowers will be notified about their fees according to Library notification procedures.

Return of materials:

- Electronics are to be returned on time and intact with all associated pieces (cords, bags, etc.) to the Library Circulation Desk.
- All laptops and cameras must be returned 15-minutes before the Circulation Desk closes.
- Repeated or extremely late return of electronic items may result in the loss of electronic check-out privileges.
- All Gear to Geaux items will be declared lost when they are 24 hours overdue. If laptops or cameras are not returned, a police report will be filed with LSU Campus Police.

NOTE: All bags are subject to search upon entering and leaving the library by LSU Security and/or Library or Computing Services personnel.

Article ID: 3494
Last Updated: 3/14/2012 1:35:10 PM

We love feedback! Please help us improve this article.

Need more help? Open a Help Desk Ticket!

Article Rating: 10 of 10

Email Address: (Optional, unless you would like to hear back from us)

Comments:

GROK is a resource of Louisiana State University developed and maintained with support of the LSU Student Technology Fee. We have gotten feedback from the internet public, but our use or any support efforts are primarily dedicated to the LSU community. Thanks for your understanding!

Comments

EKSTROM LIBRARY KINDLE LOAN AGREEMENT

I UNDERSTAND AND AGREE TO THE FOLLOWING:

1. THE LOAN PERIOD IS TWO (2) WEEKS WITH NO RENEWALS

If the Kindle is lost, stolen, or not returned, charges of \$300.00 will be placed on my account.

2. I AM RESPONSIBLE FOR RETURNING THE KINDLE IN GOOD WORKING CONDITION.

If the Kindle is lost, stolen, or damaged while it is checked out to my account, I am responsible for repair or replacement fees of up to \$300.00. If a Kindle is returned on time but damaged, the replacement fee is \$300.00. Any student accounts will be Bursar Blocked until replacement fees and fines are paid.

3. I WILL NOT DELETE EXISTING CONTENT OR DE-REGISTER THE KINDLE.

4. I WILL NOT ATTEMPT TO ADD NEW CONTENT TO THE KINDLE.

The Kindle must be returned with the same content loaded on it at time of check out.


5. I WILL RETURN THE KINDLE TO MEDIA RESOURCES SERVICE DESK STAFF AND WILL NOT PLACE IT IN ANY BOOK DROP.

Failure to return the Kindle directly to the Ekstrom Library Media Resources Desk staff will prohibit you from borrowing a Kindle in the future.


6. I AGREE TO PROVIDE FEEDBACK ON THE PILOT WEB SITE.


<http://louisville.edu/library/forms-1/kindle/>

Report problems to: 502-852-0063 or medcirc@louisville.edu

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**MRC**
MEDIA RESOURCES CENTER

 **Directions**
We are located on the lower level of the Undergraduate Library, across from the ITS computer lab.

Phone: (919) 962-2559
[Email us](#)


Please note: The entrance to the MRC will be locked 5 minutes before closing.

Summer Hours
Mon-Thurs: 8am-7:45pm
Fri: 8am-4:45pm
Sat: Closed
Sun: 2pm-7:45pm

Please check [here](#) for any deviations from this schedule.

Equipment Loans
The MRC currently has video cameras, still cameras and light kits available for checkout to UNC students and staff. All equipment is available to checkout for 3 days (2 nights) to anyone with a UNC OneCard. You can schedule equipment by calling the MRC at (919) 962-2559, coming by, or e-mailing the MRC: mrc@unc.edu

OUR EQUIPMENT
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[DV Tape Video Cameras](#) [+/-]
[Audio Equipment](#) [+/-]
[Shooting Accessories](#) [+/-]
[Other equipment](#) [+/-]
[Play and Discover](#) [+/-]

 **MRC Equipment Loan Policies** [+/-]

The purpose of the Media Resources Center equipment checkout policies follows from the mission of the Media Resources Center: to serve the instructional and curricular needs of the University community and the individual study, scholarship, cultural enrichment and recreation needs of UNC students and faculty.






To borrow equipment from the Media Resources Center, the patron must present a valid UNC OneCard. Equipment will not circulate during the first two hours MRC is open or during the last two hours MRC is open. Videocameras, still cameras and accessories may be borrowed for 2 days (over 2 nights) at a time. Patrons will be charged \$30.00 for every hour (or partial hour) that the equipment is overdue. Please note that there is no maximum fine for overdue equipment. If a patron returns equipment late, they will receive a one-time warning in addition to their fine. Returning equipment late a second time will result in not being allowed to check out equipment for the duration of the semester.

Borrowers will be held responsible for damages to all equipment while it is checked out to them. This includes, but is not limited to: theft, abuse/misuse of equipment (both unintentional and intentional), neglect, or carelessness. Patrons will be responsible for paying the University of North Carolina a replacement charge plus a processing fee for damage to or the loss of the equipment and accessories issued to them up to a maximum of \$4,000. These charges will be subject to the same collection procedures that are used for fines or fees for damaged or lost materials; meaning, they will be added to your UNC account payable at the Cashier's office. Damage, destruction or loss must be reported to the Media Resources Center no later than the beginning of the next workday following knowledge of such damage, destruction or loss.

MRC staff will inspect equipment upon its return before discharging it from the borrower's account. This will be done during the first two hours MRC is open and during the last two hours MRC is open on a given day. If damages are noted, MRC staff will contact the borrower to assess fines.

Renewals are not allowed. This is to ensure that MRC staff has time to inspect equipment. Equipment that is loaned out will be assured to be in proper working order unless a checkout supervisor has noted otherwise. Borrowers will not be held responsible for previous damages.

Reservations must be made for all equipment. Patrons can reserve equipment starting the day after it is due to be returned (this includes a 2 day loan plus 24 hrs for staff inspection). Patrons may only reserve one item at a time. Patrons may borrow only one video camera or still camera at a time. The 2 day loan period begins on the day of the reservation, no matter when the patron arrives to pick up the materials. Please note that reservations are subject to availability of working equipment.

MRC Home | [Filmfinder](#) | [New Arrivals](#) | [Policies/FAQ](#) | [Digital Media Lab](#) | [Information For Faculty](#)
[Viewing Rooms](#) | [Contacts](#) | [UL Home](#) | [Library Home](#) | [Privacy Policy](#)

Website comments or questions: [Jerry Waller](#)
Suggestions on Library Services? Give us your feedback.
URL: <http://www.lib.unc.edu/house/mrc/pages/equipmentloans/>
This page was last updated Wednesday, February 22, 2012.

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[Home](#) » [Guidelines for Equipment Lending from Digital Collections](#)

Guidelines for Equipment Lending from Digital Collections



1. Eligibility: Digital Collections equipment loans are free of charge and available only to current faculty, graduate students, and NU staff with valid Wildcards. Only the faculty, graduate students and NU staff may handle or use the equipment while it is on loan. Equipment is lent to an individual who assumes the financial risk for the complete equipment set until all equipment is returned.

2. Equipment usage: Equipment is available for curricular and extra-curricular purposes. Equipment may be used both on-campus and off-campus. All patrons are expected to adhere to all computing policies as described at <http://www.it.northwestern.edu/policies/csn-use.html>. Northwestern University Library assumes no liability for misuse of borrowed equipment.

3. Equipment reserve, pick up and return: Equipment can be reserved up to one month in advance, and recurring reservations can not be accommodated. Equipment must be reserved via email or telephone to the Digital Collections Department. Proxy users will not be permitted to pick up or drop off equipment. Equipment not picked up within one hour of the specified pickup time may be checked out by other patrons. Equipment may not be picked up or returned at any other location - only at Digital Collections in 2 East Tower. Equipment must be picked up and returned during open hours, 8:30-5:30 pm Monday-Friday.

4. Loan period: The standard loan period is up to 72 hours. Longer loan durations of up to one week will be approved in special circumstances. Loan durations of over one week are not allowed except through written appeal and approvals. To submit a request for longer loan periods, please email digitalcollections@northwestern.edu explaining your need and the equipment requested. Once equipment is returned to the Digital Collections Department and checked by staff, an item may be borrowed again, if available.

5. Training: Patrons are required to complete a 10 minute, in-person training with Digital Collections staff before borrowing equipment for the first time. To ensure staff are available, please make an appointment for this training. Appointments can be made via email or phone and are only available during open hours, 8:30-5:30 pm Monday-Friday.

6. Signed statement: Patrons are required to sign a statement acknowledging receipt of the equipment and the terms of the loan before equipment is lent - including financial responsibility for damaged or lost equipment and fees for late return. Equipment will be checked by Digital Collections staff to confirm its good condition before loan is made.

7. Fines and Fees: Patrons are financially liable for any items not returned on time or returned requiring repair or replacement. For items not returned on time, a late fine of \$25 per day will accrue for the first week. The full replacement cost will be charged for all equipment not returned by one week after its due date.

- All fines related to repair and replacement costs will be charged to the person who checked out the equipment.
- Fines are invoiced, and payable by credit or debit card only.

8. Receipt upon return: When equipment is returned, DC staff will inspect all equipment for visual damage or missing items. Patrons will receive a return receipt that acknowledges return of all items, or notes any exceptions. Equipment return may take up to 10 minutes to check all equipment components and cables. The patron is expected to stay until the return process is complete and the return receipt is generated. Patrons are financially liable for any missing cables or components, including items or damage discovered after the generation of the return receipt.

9. New service: Equipment lending to faculty is a new service, thus guidelines and procedures may change. Availability of equipment is dependent on future funding.

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Northwestern University Library | 1970 Campus Drive | Evanston, IL 60208-2300 | Evanston: 847.491.7658 | Fax: 847.491.8306 | library@northwestern.edu

A GUIDE TO USING THE OSU LIBRARIES

Statement of Responsibility

I have read this document & fully understand its terms and my obligations. I understand that this document is contractual in nature and my signature below indicates my agreement with the below & side two statements.

X _____

Name (please print) Date _____

Current Local Address Email _____

City, ST Zip

Local Phone # _____ OSU Student ID # _____

Responsibility

1 I understand that the laptop is my responsibility while it is checked out to me. I will take all reasonable precautions to protect it. If others use it while it is checked out to me and damage or loss occurs, I understand that I will be held liable for any loss, damage, or criminal acts that may occur.

2 I agree that I will be responsible for repair or replacement of the computer and its accessories due to any loss, damage, or theft (see accompanying estimated repair and replacement cost sheet). I understand that replacement cost of the laptop is approximately \$2500 or current market price.

3 I understand that it is my responsibility to make arrangements with Oklahoma State University to pay any and all charges incurred as a result of improper use, loss, or theft of the laptop. Failure to do so may result in an inability to register for classes or receive my diploma or transcripts.

4 I understand that if the laptop is stolen I must notify Library Personnel at the Circulation Desk (first floor) immediately and file a theft report with the Oklahoma State University Campus Police.

Shortterm Laptops

1 I understand that laptops can be checked out for five hours and can leave the building.
2 I will follow the policies and guidelines for laptop use in the library and understand that these rules are subject to change.

Longterm Laptops (OSU Faculty & Staff Only)

1 I understand that University Library Laptops have two loan periods. Short term loans are for five hours and can leave the building. Other Laptops can be borrowed for 7 days and renewed for an additional seven days.
2 I will follow the policies and guidelines for laptop use in the library and understand that these rules are subject to change.

Duis autem vel eum irure dolor in labore hendrerit in vulputate velit esse molestie consequat



Contact for information

Johnny Johnson
Phone: (405) 744-9728
librjlj@okstate.edu

P:\Handout\04-05\Circ\Responsibility.pdf

Use guidelines

- 1 I agree to adhere to the terms and conditions outlined in licensing agreements including but not limited to licensing grant restrictions, copyright restrictions, and transfer restriction.
- 2 I agree to adhere to use policies for uniform access computing as outlined by Oklahoma State University and other Student Technology Fee Laboratory restrictions or requirements.
- 3 I understand that the hard-drive is rebuilt after each use and anything I might save there will be erased. If I wish to save any data, it must be to a floppy or my network drive.

Liability

- 1 I understand that Oklahoma State University is NOT responsible for loss of data or damage to files that may occur due to the use of the laptop computer.
- 2 I understand that this agreement must be renewed each academic year and that a loss of privileges will occur for a failure to comply to these policies and guidelines.
- 3 I am currently enrolled as a student at Oklahoma State University, Stillwater or Tulsa or currently employed as an OSU Stillwater Faculty or Staff member.

Laptop Damage Rates

- Replacement due to loss or damage (including failure to return the laptop) \$2500 (or current market price)
- Intentional vandalism (includes any scratches or marks on any part of the laptop. Removal or rearrangement of keys, or any other malicious damage) \$100 minimum charge or actual repair cost
- Display hinge broken or inoperable damage due to misuse or negligence \$100 minimum charge or actual repair cost
- Damage which impairs operation of the laptop or any peripherals for 5 working days or longer \$100 minimum charge or actual repair cost.
- Missing floppy drive \$100 minimum or actual replacement cost
- Missing CD Drive \$100 minimum or actual replacement cost

- Missing SWDVD/CDRW \$100 minimum or actual replacement cost
- Missing battery \$100 minimum or actual replacement cost
- Missing or damaged Network Card \$50 minimum or actual replacement cost
- Missing or damaged Power Cord \$50 minimum or actual replacement cost
- Missing or damaged keys \$50 minimum or actual replacement cost



Laptop Checkout Registration & Liability Form Morris Library – SIUC

Personal Information: (Please print clearly and complete ALL fields)

Full Name: _____

Last

First

M.I.

SIU Dawg Tag _____

Local Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-Mail: _____

By completing this form, I am requesting to participate in the laptop checkout program at Morris Library, SIUC. I pledge to be responsible for the laptop computer during each checkout period.

If a laptop computer is damaged or broken while in my possession, I agree to pay the related costs to Morris Library to repair the laptop to return it to normal working conditions within 30 days of receiving a statement. I understand that until charges are paid, laptop privileges will be suspended and the expense may be charged on my Bursar account. Laptop privileges will not be reinstated until the charge is paid in full. If I experience a problem with a laptop computer while it is checked out to me or if it breaks due to what I believe is normal wear and tear, I will immediately return it to the Circulation Services Desk and explain the situation.

If a laptop computer is lost or stolen while in my possession, or if I fail to return it to the Circulation Services Desk, I agree to pay the replacement cost of \$1500.00.

! Laptop Fines ! A late fee of \$60/hour (\$1.00/minute) will be charged if the laptop is returned late (\$300/5-hour maximum). Return on time to avoid these hefty fines!

I understand that this Registration & Liability Form is valid and binding during the time I am enrolled at SIUC and covers all laptop checkouts during that time. I also understand that if I leave SIUC, I must complete a new Registration & Liability Form upon return if I wish to re-enroll in the program.

I understand that failure to comply with all points of this registration form may result in suspension of laptop/library privileges, fines and/or possible legal action.

Student Signature: _____

Date: _____

02/03/2012



Laptop Checkout Policy Morris Library – SIUC

Rules and Regulations For Laptop Checkout

- Laptops may only be checked out by current Undergraduate and Graduate students with a valid SIUC photo ID.
- Faculty, staff, courtesy card holders and CESL students are not eligible to check out laptops.
- Each student will be required to sign a Laptop Checkout Registration & Liability Form to enroll in the program and this form must be filled out at the Circulation Desk.
- Laptops may be checked out for a 4-hour time period.
- Laptops must be used **within** the library and its security gates.
- Laptops may be renewed depending upon user demand.
- Laptops are configured with the same software as the public computers in the library; attempts at installation of other software will automatically be blocked.
- Never leave the laptop unattended.
- Save all personal files to a personal flash drive, other storage device, or send to your email account. Any files left on the hard drive will be deleted each night during the updating of the machine. Neither SIUC nor Morris Library, is responsible for the recovery of personal files saved on the hard drive.
- Laptops must be turned in 15 minutes prior to library closing.
- Laptops must be returned to the Circulation Services Desk, 1st floor.
- Laptop, AC adapter and case are all reviewed for damage at both check out and check in.
- When returned, ask for a receipt and keep it for at least three months.

! Laptop Fines ! A late fee of \$60/hour (\$1.00/minute) will be charged if the laptop is returned late (\$300/5-hour maximum). Return on time to avoid these hefty fines!

I understand that failure to comply with all points of this policy may result in suspension of laptop/library privileges, fines and/or possible legal action.

Student Signature: _____

Date: _____

Approved by: _____

Date: _____

02/03/2012




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Borrow Electronic Devices

This guide provides policies and other information related to borrowing Kindles, GPS units, video cameras, laptops, etc.

Last Updated: Mar 29, 2012 | URL: <http://guides.temple.edu/devices> | [Print Guide](#) | [RSS Updates](#) | [Email Alerts](#) | [SHARE](#) [f](#) [t](#) [g+](#)

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Can I Read Library E-Books On My Kindle?

Unfortunately, the Amazon Kindle uses the proprietary format AZW for its books. This means that many academic E-Book publishers are not able to provide content that can be read on Kindle devices.

Likewise, many academic E-Book publishers use their own proprietary, web-based interfaces to present their offerings; this material cannot be viewed on the rudimentary web interface provided on Kindles.

Kindle DX and later models do have limited support for the PDF format and some library E-Books will allow you to download PDF chapters for offline reading.

If you have questions about how to use a specific E-Book platform, please email me.

[Comments \(0\)](#)

Can You Purchase Titles For My Kindle?

Because the library exists to provide resources for the entire Temple community, we cannot purchase books for you to use on your personal Kindle device.

You might be interested in the Free Library of Philadelphia's e-book lending program, which has recently added support for Kindle titles.

These titles are available for checkout to users with valid Free Library accounts.

[Comments \(0\)](#)

REQUEST KINDLE TITLES

We will obtain Kindle format books for the library upon request!

How To Request Kindle Titles:

Visit the Media Services desk on Paley's ground floor or email tulmedia@temple.edu with your request. If a Kindle is available for checkout, we can usually purchase and load titles within one business day.

You will receive an email once the title has been loaded and the Kindle is ready for pickup.

[Comments \(0\)](#)

Borrowing Kindles

Kindles check out for 14 days and come loaded with ebook titles.

We will also purchase additional Kindle titles upon request (see above).

Paley Library Kindles

There are currently four (4) Kindles held by Paley Media Services.

[Click here to see if one of the Paley Kindles is available for checkout.](#)

Science and Engineering Library (SEL) Kindles

In addition, the Science and Engineering Library (SEL) has two (2) Kindles and (2) Kindle DX.

[Click here to see if one of SEL's Kindles is available for checkout or here to see if one SEL's Kindle DXs is available.](#)

Available Titles

[Click here to see records for the titles loaded on the library's Kindles.](#)

[Comments \(0\)](#)

Ask a Librarian



Ask a Librarian



Ask a Librarian

Type here to chat.
Press ENTER to



Contact Info
Reference Desk
1st Floor Paley Library
(right by the front door)

Phone: 215-204-8212

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Instructions and How-Tos

Langson Library Multimedia Resource Center Video Tutorial Capturing Video on the Mac



Capturing Analog Video Capturing Digital Video

Capturing Analog Video

Analog Video is any source that typically uses the RCA cables to capture video, in particular VHS video. DVD video is digital video which can many times be copied directly to the hard drive, but sometimes video from DVDs may be captured as analog video (from the "composite" RCA cables).

Currently, the easiest way to capture analog video (VHS video) on the Macs is to use the JVC VHS/DV player which will automatically convert your analog VHS tape into digital video. The only thing you need to do is make sure the DV IN/OUT port on the player is connected to the G5 Firewire port with a (mini to standard) firewire cable. At this point capturing the video will be nearly the same as capturing video from a digital source.

There are two programs that can be used to capture video on the Mac:

iMovie

In the top of the window click "go" and "applications".
" Double-click on "iMovie HD".

You should see your video playing in the main window. Adjust the volume control on the window.

Make sure to switch the small circle control to the camera symbol (capture) and not to the scissor (edit) symbol. If you still do not see your video, make sure you have the tape in the JVC player with the DV IN/OUT port on the front.

Make sure the tape is playing. If all else fails, close and restart the program with the video still playing.

Click "Import" to capture video.

Final Cut Pro

In the top of the window click "go" and "applications".

Double-click on "Final Cut Pro".

This will open the Final Cut Pro program.

Click "File" and "Log and Capture".

You should see your video playing in the capture window. If you do not, make sure you have the tape in the JVC player with the DV IN/OUT port on the front. Make sure the tape is playing. Note: If you close and open Final Cut Pro with the video playing and still see no video in the capture window, try opening iMovie and check if you can see your video there. Then, close iMovie and reopen Final Cut Pro and you should be able to see your video in then capture window.

On the right hand side of the capture window, click "Capture Settings", make sure "Device" is "Non-Controllable Device".

In the capture window, click "Now" to capture the video.

Using the "Dazzle" Capture Device

An alternative, although more labor intensive way of capturing analog video on the Mac is with the "Dazzle" capture device. Unless this device is connected to the Mac, you will need to get it from the MRC desk.

Verify that the VCR/DVD player has the 3 RCA cables connected from the player "OUT" to the Dazzle "IN" (video is yellow, audio is red and white). It is important to make sure that the Dazzle device has "A to D" lit. If the "A to D" light is not lit, press the "Mode" button until the "A to D" light is lit. Verify that the firewire cable is connected to the back of the Dazzle device and that the other end of the cable is connected to the Mac. From here, you can capture the video very much like digital video, the only difference being that there is no "device control".

Double-click on "Macintosh HD" on the desktop. Double-click on "Applications. Double-click on "Final Cut Pro HD.

Click "File. Click "Log and Capture. Click on the "Capture Settings" tab. Make sure "Device Control" is set to "Firewire NTSC. Make sure "Capture/Input" is "DV NTSC 48 kHz. You should see the video in the preview window, if you do not, check the "Mode" button on the Dazzle device and make sure the Dazzle device is set to "A to D.

To start capturing video click on the "Now" button. To stop capturing video, press the "esc" key. Close the capture window when done capturing videos. You should see your captured videos in the upper left part of the "Final Cut Pro" window. You can now drag and drop these files to the timeline window near the bottom of the "Final Cut Pro" windows. You files should be located in the "Users/multi" folder.

Capturing Digital Video

Digital video is from a source that has a firewire connection, for example a mini-DV or Digital-8 video camera.

To capture digital video, **connect the camera to the computer firewire port (not the Dazzle device firewire port!)**. Turn on your camera and put the camera in "play" mode.

Currently on the MRC MAC there are 2 programs to capture digital video:

iMovie

Open "Finder", double click on "Applications", double click on "iMovie".

In the program bar on the top of the screen click on "File" and "New Project". You can save this new project in the

“Movies” folder.

You should see a blue screen with the word “camera connected”. You can now use the “play”, “rewind”, etc... controls to view the video on your camera. To capture video click on the “Import” button. You should see your captured video clip on the right hand side of the window. You can double click on the square with your video to rename or play the video. You can change back and forth between play and capture with the sliding switch with the scissors. All video formats on the Macs are Quicktime.

Final Cut Pro


Open “Finder”, double click on “Applications”, double click on “Final Cut Pro”.

Click “File. Click “Log and Capture. Click on the “Capture Settings” tab. Make sure “Device Control” is set to “Firewire NTSC”. Make sure “Capture/Input” is “DV NTSC 48 kHz”. You should see the video in the preview window.

To start capturing video click on the “Now” button. To stop capturing video, click the stop button or press the “esc” key. Close the capture window when done capturing videos. You should see your captured videos in the upper left part of the “Final Cut Pro” window. You can now drag and drop these files to the timeline window near the bottom of the “Final Cut Pro” windows. You files should be located in the “Users/mrcguest” folder.

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EMORY

LIBRARIES

Robert W. Woodruff
Library

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Woodruff Library Classrooms Information

A guide for those using rooms 310, 312 & 314

Last Updated: Mar 8, 2012 | URL: <http://guides.main.library.emory.edu/classrooms> | [Print Guide](#) | [RSS Updates](#) | [SHARE](#) [f](#) [t](#) [e](#)

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[Room 310: Booking Computers](#)
[Room 310: Connect PC Laptops to media:scape Tables](#)
[Using an Ipad/Iphone/Ipod touch in rooms 310, 312, 314](#)

[Dual-boot log in instructions for 310, 312 and 314](#)

Room 310: Connect Mac laptops to media:scape tables

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Why connect laptops to media:scape tables?

When students connect their laptops to the media:scape tables, they are able to project their laptop screens on the large screen so that others sitting with them can see what's on their laptops.

[Comments \(0\)](#)

Connect a Mac laptop to media:scape tables

Connecting a Mac laptop to the media:scape puck requires a VGA adaptor. (These are available to borrow at the Music and Media library.)

The default configuration on a Mac is to display as an extended desktop, so the students would have to drag a window to the right of their laptop screens to display on the media:scape screen. Below are instructions for "cloning" a mac laptop to the media:scape screen (i.e. having whatever is displayed on the laptop's desktop display on the media:scape screen).

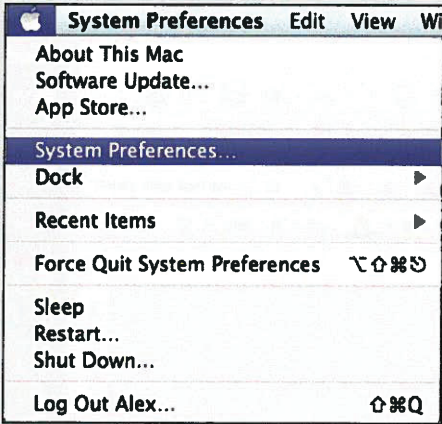
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Clone a Mac laptop to the media:scape screen

The default configuration on a Mac is to display as an extended desktop, so the students would have to drag a window to the right of their laptop screens to display on the media:scape screen. Below are instructions for "cloning" a mac laptop to the media:scape screen (i.e. having whatever is displayed on the laptop's desktop display on the media:scape screen).

To Clone your Mac laptop's desktop:

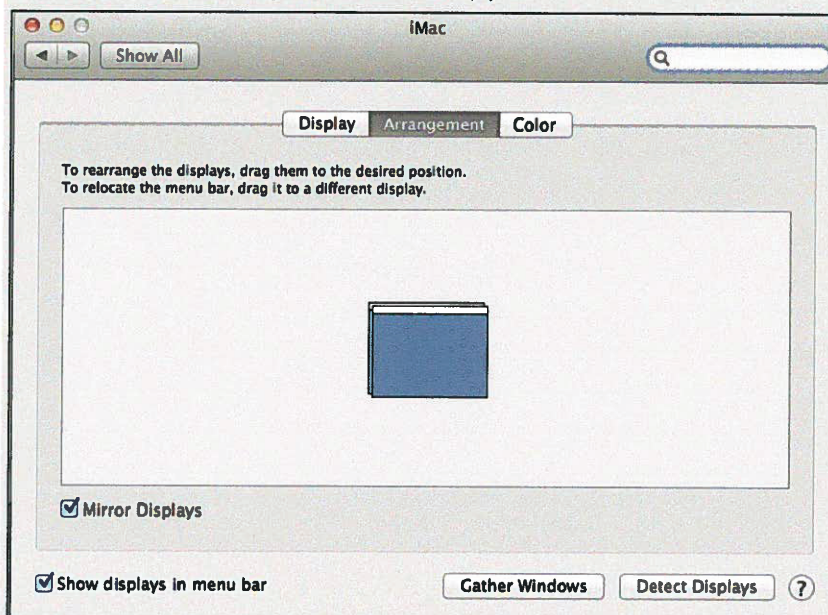
1. Click the Apple sign in the top left corner of the laptop monitor, select System Preferences



2. In the popup window, select "Displays"



3. In the new popup window, select "Arrangement" and check the "Mirror Displays" box



4. Click on the red button in the top left corner of this window to close it.

Comments (0)

Extend a Mac laptop's display

Extending your desktop to the second monitor means that the media:scape screen will not automatically display your laptop's desktop, but instead will provide additional desktop space. You will need to drag the application windows you want to display on the TV monitor from your laptop desktop to the TV monitor's desktop.

This is the DEFAULT configuration for Mac laptops provided by the Music and Media library.

To Extend your Mac laptop's desktop: (default for LC Mac laptops)

Repeat the above steps listed under "Clone a Mac laptop" —only uncheck the "Mirror Displays" box.

Comments (0)

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Admin Sign In

Kindles at Lauinger Library

Welcome
Using a Kindle Fire
Using a Kindle DX
Content for the Kindle
Moving Files onto a Kindle

Using a Kindle Fire
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Registering your account on a Library Kindle Fire

GETTING TO KNOW THE KINDLE FIRE



The diagram shows a hand holding a Kindle Fire. A dashed arrow points to the top edge with the text "slide to unlock". Below the device, a USB cable is plugged into the bottom port, labeled "POWER CABLE". To the left of the power cable is a port labeled "HEADPHONE INPUT". To the right of the power cable is a button labeled "POWER BUTTON".

Connecting the Kindle Fire Wirelessly

Kindle Fire can connect wirelessly via Wi-Fi allowing you to download and stream music, videos, Kindle content and apps stored on your Amazon account. You can also browse the web using the built-in Amazon Silk web browser and access your e-mails using the preinstalled e-mail app. Once you've downloaded books, magazines, videos, MP3s or apps to your device, a wireless connection is not required to access these items.

To connect to Wi-Fi follow these simple steps:

Tap the Quick Settings icon () in the top right hand corner of the Home screen.

Select Wi-Fi ().

Head, Gelardin New Media Center



Beth Marhanka

Contact Info
work phone (202) 687-7534
[Send Email](#)

Links:
[Website / Blog](#)

Subject Guide



Ed Keller

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Ensure Wireless Networking switch is in the on position.

A list of networks will appear. You may have to wait a moment as your Kindle detects networks in range. If your network doesn't appear tap the box next to Wireless Networking off and on to refresh the list.

Tap the name of the network you wish to connect to from the list of available networks. **If on-campus, select GuestNet.**

If a lock symbol appears next to your network, it requires a password. Enter the characters of the password using the onscreen keyboard.


Tap Connect.

Once you are connected to a Wi-Fi network, Kindle Fire automatically connects to it again whenever that network is in range. If more than one previously used network is in range, your Kindle Fire automatically connects to the network that was most recently used.

Register your device

Before using the GNMC Kindle Fire you must create an Amazon account through the Amazon.com website. If you already have an account you do not need to create a new one. When you return the GNMC Kindle, please deregister your account. The GNMC staff will reset the Kindle to its factory settings.

To register or deregister the GNMC Kindle Fire:

1. Tap the Quick Settings icon () in the top right hand corner of the Home screen.

2. Select More (, More...).


3. Select My Account.

4. To register, tap the Register button. On the next screen, Enter Amazon account info and tap the Register button. To deregister, tap the Deregister button and wait for the button to say Register.

Options bar


The Options bar is located at the bottom of every Content library screen. Options vary depending on the content type.

Standard options include:

Home : Tap Home from anywhere on your Kindle Fire to return to the Home screen.

Back : Use this button to retrace your steps.




Menu : Select Menu to view additional options related to the content type.

Search : Tap this button to search your Content library.

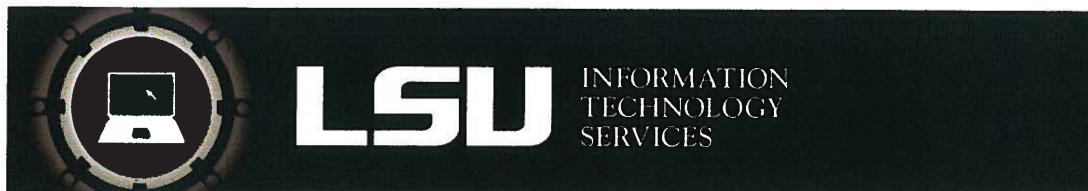
The Options bar may be hidden when some applications are running.

It can be expanded by tapping the arrow at the bottom of the screen or by swiping upwards from the bottom of the device. When reading, simply tap the middle of the screen to display the Options bar.

Comments (0)

Last Updated: May 21, 2012 | URL: <http://guides.library.georgetown.edu/kindles> | [Print Guide](#) | [RSS Updates](#) | [Email Alerts](#) | [SHARE](#)   

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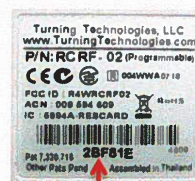


Students: Questions You May Have about Clickers

Q: When and how do I register my clicker?

A: The registrations are cleared at the end of fall, spring, and summer semesters. So, a clicker needs to be registered at the beginning of each semester it is used. To register a clicker,

1. Log onto PAWS.
2. Click **Student Services** located on the PAWS desktop to the left.
3. Under Student Services, click **SRS Keypad Registration**.
4. With **LSU** selected as the campus, click **Continue**.
5. Type the 6 character ID on the back of the clicker under the barcode in the box provided. (See picture to the far right.)
6. Click the **Add** button **ONCE**; wait for a confirmation message.
Note: "0" is the number zero; there is no letter "o" in the code.



Device ID is on back.

Turning Technologies Clicker Model: RCRF

Q: How do I change or delete my clicker registration?

A: The **Change** button can be used to change your clicker ID if you, for example, typed it incorrectly or decided to use a different clicker.

1. Make the change in the ID typed in the box.
2. Click the **Change** button **ONCE** and wait for a confirmation message that the change was successful.

The **Delete** button can be used to delete a clicker registration. If you no longer plan to use a clicker this semester, and you want to lend/sell your device to a fellow student,

1. Click **Delete** to delete your current registration and wait for a confirmation message.
2. Now, the new user will be able to log into PAWS to register the device in his/her name.

Q: What if my clicker is already registered?

A: Please contact the ITS Help Desk (578-3375 or email helpdesk@lsu.edu). Be sure to provide

1. Your clicker ID.
2. The error message you received when trying to register the clicker.
3. The name of the course and instructor in which you will be using the clicker.

Q: How do I set the channel?

A: To set the channel,

1. Check with your instructor to determine the channel number being used in your classroom.
2. On your clicker, locate the button in the lower left corner that says "Go" or "Ch" (for channel).
3. Press the buttons in the following sequence: "Go" → Channel Number → "Go" or "Ch" → Channel Number → "Ch." At the end, a green light glows for a few seconds to indicate that the channel entry was successful.

For additional help ...

Visit: <http://grok.lsu.edu>; then select **Students -> SRS Clickers**
Email: helpdesk@lsu.edu

Phone: (225) 578-3375

Drop by: ITS Help Desk in 141 Middleton Library or in Frey Computing Services

FTC FACULTY TECHNOLOGY CENTER



Digital Media Services Help!

Lab consultants on duty can help you get started on your project. For more in-depth help, you can consult with a Digital Media Librarian through appointment, or look at software links to help and manuals online. We also have how-to guides developed specifically for the lab.

Software Help Links

How-To Guides

Here are a few links to Software Help websites. Tutorials and "how-to" software questions can also be answered by searching the web for software name and "tutorial" or keyword of the problem you are trying to figure out. For example "photoshop and red eye". There are binders located next to each Digital Media computer with step-by-step illustrated guides for most basic tasks.

- **Information Technology Training from IS**
Computer classes, including some on multimedia software, for students and faculty available through the Information Services department.
- **Webmonkey**
A rich resource for help on web authoring.

Here are a few tutorials designed by the Digital Media Librarians for use with the specific equipment in the Love Lab. All computers should have a Help File binder nearby with print versions of these guides. These guides are accurate as of the date on the bottom of the guide, and may not work with computers outside the lab. Please consult the Help File binders for the most accurate information and deck manuals.

Capture and Edit Video on the Computer

- [How to Capture Video from VHS](#)
- [How to Save a Movie from the Computer to VHS Tape](#)
- [How to Edit Video with Windows Movie Maker](#)
- [How to Edit Video with Adobe Premiere Pro](#)
- [How to Connect a Camcorder to the Computer](#)

Dub video

- [How to Dub a miniDV tape to VHS](#)
- [How to Dub a miniDV tape to DVD](#)
- [How to Dub from VHS to DVD \(ARCH and LOVE\)](#)
- [How to Dub from VHS to DVD \(MICRO\)](#)
- [How to Dub from DVD to VHS](#)

Burn DVDs and CDs

- [How to Burn a CD or DVD with Nero](#)
- [How to Burn a DVD for TV viewing with Encore DVD](#)

Scanner and Digital Camera Guides

- [How to Scan an Image into Photoshop to then Edit](#)
- [How to Scan and Edit a Document into a PDF with Adobe Acrobat Pro](#)
- [How to Get Images off a Digital Camera](#)

Audio

- [How to Capture Audio from a Cassette Tape to make an mp3](#)

Mac Guides

- [How to Connect the DVD/VHS and miniDV Decks to a Mac](#) 

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- [Digital Cameras](#)
- [Digital Camcorders](#)
- [Digital Tripods](#)
- [Digital Audio Voice Recorders](#)
- [Digital Projectors](#)
- [Projector Screen](#)
- [External Hard Drives](#)
- [Microphones](#)
- [MIMIO Whiteboard Capture Device](#)
- [Equipment Checkout Policy](#)

Resources/Links

- [Campus Resources](#)
- [Multimedia Resources](#)
- [Search Tips](#)

Help

- [Online Software Manuals and Tutorials](#)
- [How-To Guides](#)
- [Ask a real person](#)

Your Feedback

Info Commons Project Room Usage Instructions



The Project Room can be **reserved** at the **Info Commons Desk**

If you have not been trained on this equipment, please call the Info Commons Desk: **847-491-7658**

Starting the System and Selecting a Source

1. If the touch screen is dark, *press* it once to display the touch screen image. Once you see the screen image, *press* the screen again. This will power up the projectors and all A/V equipment.
2. **Select your Source (Resident PC or Laptop).**



Touch Screen

Starting the System and Connecting Your Laptop

1. If the touch screen is dark, *press* it once to display the touch screen image. Once you see the screen image, *press* the screen again. This will power up the projectors and all A/V equipment.
2. **Select Laptop** from the **Sources** options.
3. **Connect the VGA**, pull-out cable to your laptop (**Mac Adaptors** can be checked out at the **Information Commons Desk**).



VGA

Starting the System and Using the Resident Computer

1. **Select Resident Computer** from the **Sources** options.
2. **Use the wireless Keyboard and Mouse to log in** to the Resident Computer.



Wireless Keyboard & Mouse

Shutting Down the System

Shutting down the system decreases the setup time for the next classroom user.

1. **Select Shutdown System** in the upper right hand corner of the touch screen.
2. **A Select Yes – Shutdown System.**

Support

Room Scheduling: Info Commons Desk (**847-491-7685**)
Non A/V related room issues: Facilities Management (**847-491-5201**)

For Immediate Support , Call
847-491-7685

Interwrite Board Instructions

Do not remove from podium!

Things you should know to get started:

- There are 3 components to the Interwrite Board system:
 - Software
 - USB (already in podium) – communicates between the computer and the school pad
 - School Pad
- The School Pad has an internal charger. There is a skinny cord in the podium that does this. (It remains plugged into the podium at all times.)
- To turn the School Pad on, press the On button. Then press Link to connect the pad to the computer. The green light will blink and the pad will make a noise when it is ready.

To access the software on the computer, follow this path:

- Start
- All Programs
- eInstruction
- Interwrite Workspace
- Interactive Mode

To use the Interwrite Board:

- Click on the mouse on the side panel. The pen attached to the board acts like a mouse.
NOTE: You do not need to actually touch the board. Simply float over the top of the board.
- To Click: touch the pad. Double click and single click the same as you normally would.
- Pen Buttons: Can be used like mouse buttons.
- Soft Keys: These are on the pad around the perimeter and can be used as short cuts. If you wish, you can simply click the buttons on the panel.
- If you want to use a keyboard, select it from the pad. There is no button on the control tool-bar.

To shut down the board:

- Click the X at the bottom of the control toolbar to get out of the program.
- It will ask you if you wish to save your material.
- To turn off the pad, hold the ON button until it shuts off.
- The pen has no off switch.

Suggested Uses of the Board:

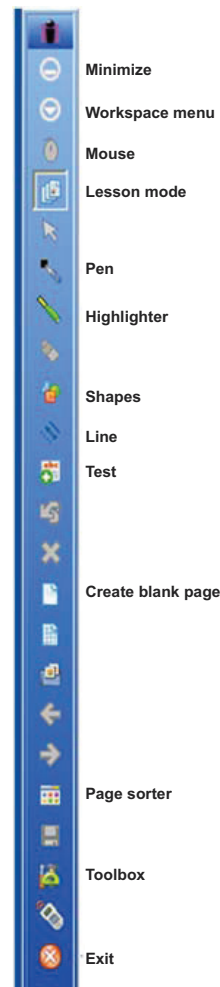
- Highlight text in a webpage.
- Write on a webpage or circle information.
- Go back and forth between webpages with ease.



Open another web page and switch between the two using this panel.

Click on the colors to change the color of your highlighter or pen.

Interwrite Board Controls





The Studio

STUDIO EQUIPMENT HOOKUP

THE UNIVERSITY OF TENNESSEE LIBRARIES

TOOLS:

PROCEDURE

Digital Video Camera

1. Locate the firewire port on camera and insert the small end of the firewire cable.
2. Insert the other end of the firewire cable into the firewire port on the blue firewire hub.
3. Switch the camera on, and Switch to the VCR setting.

You are now ready to import your video clips.

Digital Still Camera

1. Locate the USB port on the camera and insert the small end of the USB cable.
2. Insert the other end of the USB cable into the USB port on the USB hub.
3. Turn the camera on.

You are now ready to import your pictures.

Flash Card Reader

The Flash Card Reader is an external USB device that can be used to read various types of memory cards. It allows you to transfer files from your card to a computer without using the camera. While many cameras can be directly connected, some types are incompatible; using the flash card reader enables you to access virtually all memory cards as a drive.

Instructions:

- Connect the reader to the USB port on the computer. The green light will turn on.
- Insert your card. Note that the two slots each read different types of cards.

Top Slot

Compact Flash (Types I and II)

Bottom Slot

Gold Side Down

SmartMedia

Bottom Slot

Gold Side Up

Secure Digital MultiMedia Card Memory Stick

Mac users: The card will appear as a drive on the desktop.

Windows users: The card will appear as a removable drive just as the C or A drives.

NMNH Video Conference Quick Start Guide

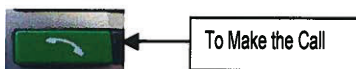
1. Press the Power Button on the surge protector to turn the system on. The surge protector is on the back of the unit.



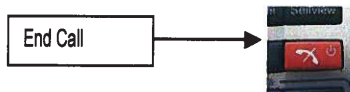
2. **WAIT 60 Seconds**. Then check the top right hand corner of the TV screen and make sure the IP address starts with 172.19. Then locate the remote control unit.



3. To make a call, the orange box must be highlighted on the telephone handle on the TV. Then press the ok button on the remote control unit. Using the remote control unit, enter the VTC IP address that you're trying to connect to. The symbol that you will use for a period is *. Then press the green button on the remote to start the call.

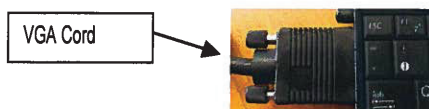


4. To end the meeting, press the red button on the remote. Press the Power Button on the surge protector to turn the Tandberg and Monitor off.



How To Show a Presentation On The VTC

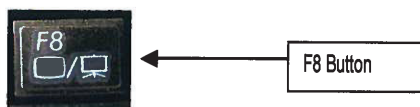
1. To show a presentation from your computer, use the VGA cord to connect the computer to the VTC.



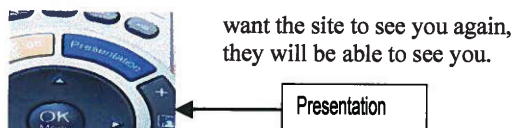
2. Once the computer is connected, press the blue presentation button on the remote.



3. Once the TV says "no PC detected," press FN and F8 at the same time until the desktop is displayed on the TV.



4. When you're finished with the computer and you press the blue presentation button on the remote and



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The Library Minute: Study Spaces (Video)

November 30, 2011 · All Locations Library Minute

At the ASU Libraries you'll find all kinds of spaces, just for you.



Our libraries have lots of different study spaces where you can focus and get your work done. We can provide a coffee shop atmosphere or a traditional library setting. We have comfy chairs, mobile white boards, private study carrels and rooms, free Wi-Fi, cafes, and laptop mediascapes. And don't forget our helpful librarians to help you with all your research needs!

The Library Minute is hosted by Anell Perry

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Features News From the Director Library in the News

Get technology training at Regenstein TECHB@R

Posted on March 26, 2012 by Rebecca Starkey and Jason Edelstein

Library and IT Services collaboration brings technology-related programs to TECHB@R



IT Services TECHB@R in Regenstein Library (Photo by Quinn Dombrowski)

The University of Chicago Library and IT Services are partnering to present new, technology-related training programs for the UChicago community at the IT Services TECHB@R in the Regenstein Library. Because IT Services and the Library both provide training and support on information technology resources, it can be challenging for many of our users to identify which unit to turn to for help with specific tools. This collaborative nature of the TECHB@R breaks down such barriers, providing faculty, students, and staff seamless access to the training and assistance they need.

During Spring Quarter, the TECHB@R will host a wide range of programs, which are free and open to the entire University community. Some sample topics include Google Sketch-up, wikis, citation managers (such as Zotero and EndNote), Firefox Add-ons, and the ever popular "Chalk

Days," as well as its other training programs for instructors and students alike.

A new monthly series, entitled "Tech Treats," offers a more casual learning experience. Individuals can drop by the TECHB@R to enjoy refreshments and learn about new technology tools. Scheduled for Spring Quarter are programs on presentation software (such as PowerPoint, Keynote, Impress and Prezi) and online technology training tools (such as Lynda.com, the IT Services Knowledge Base, and Safari Tech Books online). Last quarter, librarians presented a "Tech Treats" program on the news databases Factiva and LexisNexis Academic and featured a demonstration of different news apps for the iPad.

In addition to presentations and classes, the TECHB@R hosts various "Ask the Expert" office hours. Librarians, training specialists, and Chalk support technologists offer in-depth, individual assistance using a variety of software products and systems including Chalk, Microsoft and Adobe software, citation managers, as well as other tools like WebShare and the campus wiki. The "Ask the Expert" service complements the drop-in tech support services already offered at the TECHB@R during its regular hours and is available to all faculty, students, and staff.

The TECHB@R training spaces in Room 160 (located behind the TECHB@R counter) are appropriate for a wide variety of programs and teaching styles. These include a configurable conference-style area, a small-group training/consultation space, and small tables for one-on-one assistance. The TECHB@R's equipment lending program provides presenters and attendees access to laptops and iPads for a hands-on learning experience.

To learn more about the TECHB@R and see a complete schedule of events for Spring Quarter, visit: itservices.uchicago.edu/techbar. We welcome your comments regarding our programs and services.

Rebecca Starkey is Librarian for College Instruction and Outreach. Jason Edelstein is Senior Support Services Specialist.

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Workshops & Events

Jun 12, 1:00 PM: ONLINE - Collecting Assignments Electronically using Chalk

Jun 14, 1:00 PM: CANCELLED - Setting up Tests, Quizzes, and Surveys

Jun 19, 1:00 PM: ONLINE - Chalk 9 Overview

More events...

Library in the News

Video: Here's the robot UCF considering to store, retrieve library books
Orlando Business Journal - June 8, 2012

Preservation on display at University of Chicago's Mansueto Library
Ithaka S+R Blog - May 30, 2012

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The Music of Howard Sandroff and the Computer Music Studio at UChicago

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Our Mission

By providing access to innovative technologies, collections, services, and spaces, the Lauinger Library's Gelardin New Media Center strives to continually transform the ways faculty teach, students learn, research is published, and knowledge is conveyed. Our experienced staff collaborates with partners across the Georgetown University campus to turn ideas and research into expressive multimedia forms of communication.

www.library.georgetown.edu/gelardin



Workshops & Consultations

The New Media Center works synergistically with faculty to build students' digital and visual literacy skills and give them the tools required to participate fully in a dynamic and information-rich media landscape. We frequently partner with Georgetown's Center for New Designs in Learning and Scholarship (CNDS) to spark interest in the use of technology for pedagogical purposes and help faculty integrate new media projects into their courses. We host instructional sessions open to Georgetown faculty, students, and staff on digital imaging, video production and post-production, delivery of media content, and other software applications and technologies.



Collections

Our media collection is interdisciplinary and international in scope and includes more than 20,000 video files and 6,500 CDs. The collection continues to grow in all areas of the curriculum, and online access to media is expanding exponentially. Items circulate to faculty for one week and to students for 24 hours, and we stream media online by request.



Equipment

In order to communicate effectively in the digital era, it has become increasingly important for scholars to have access to the latest technologies and equipment. Our equipment offerings are vast and varied — we have basic gear for simple projects and advanced gear for true (and aspiring) professionals. Video, audio, and lighting equipment circulates for 24 hours at a time.





The Project Room

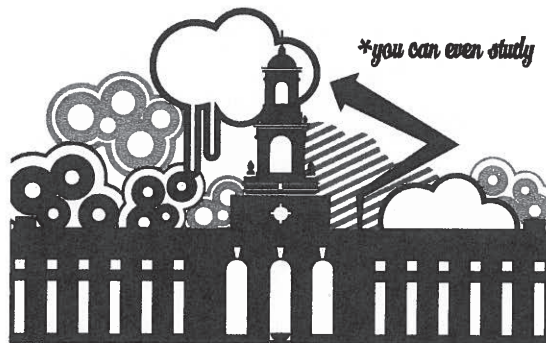
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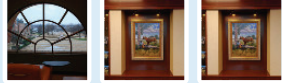
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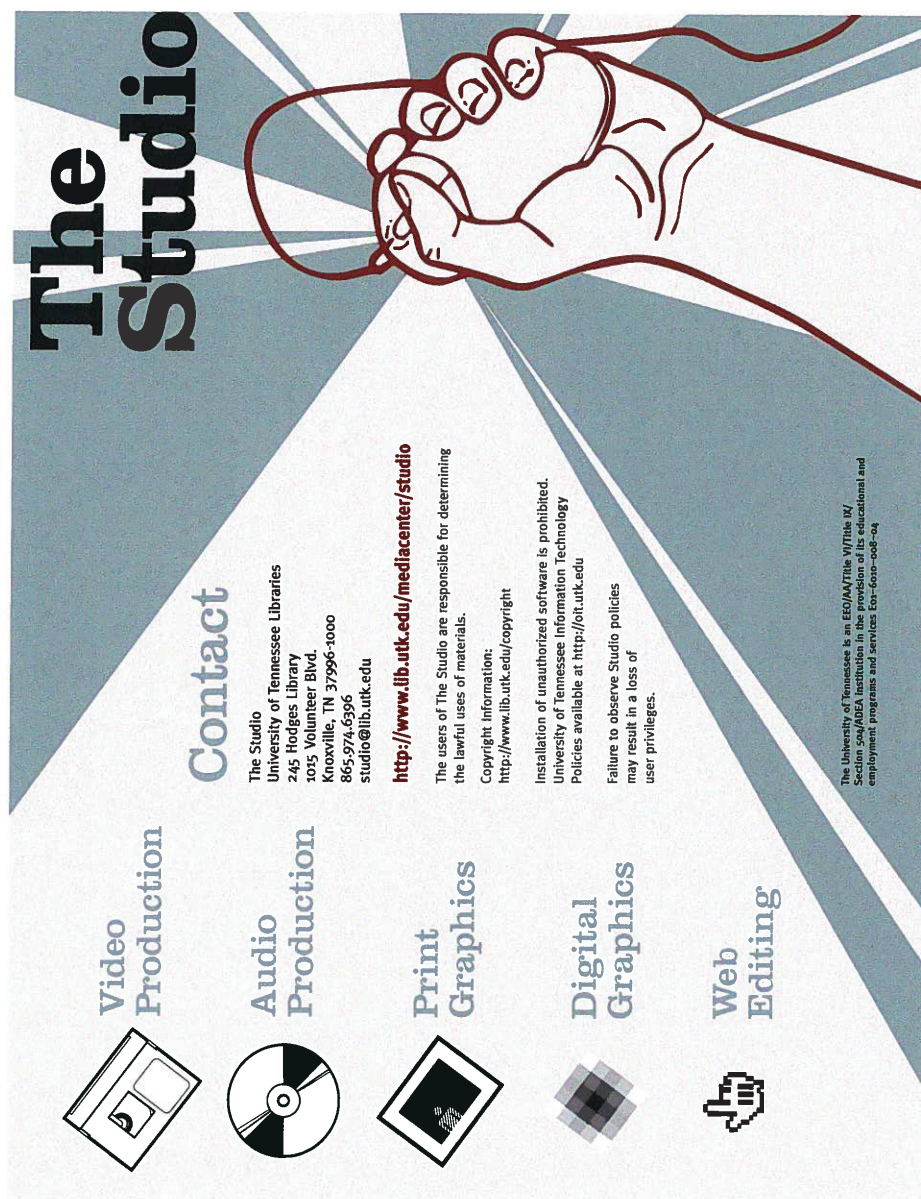
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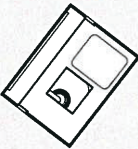
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