Equipment and Services Descriptions
Study Space Options in Woodruff Library

http://guides.main.library.emory.edu/content.php?pid=27486&sid=199457
**Video Cameras**

**Canon ZR960**

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.

**Flip Video Camcorder**

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.

**Flip Video Ultra HD Camcorder**

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.

Panasonic DVX-100-B

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.

Sony HVR-1000U

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 GNMC. This camera does NOT provide phantom power to microphones that require it.

Sony HVR-Z1U

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 GNMC. This camera DOES provide phantom power for microphones that require it.

Canon XA10 Kit

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

Sanyo VPC-HD200Q
The Sony 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.

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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:

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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.

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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.
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 1 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 or 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](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.
Collaborative Spaces in Middleton Library for Students

Group Collaboration Spaces

All group collaboration spaces consist of a single computer with a large plasma screen, seating for groups of 4 to 8 people, and collaboration software. The collaboration software allows group members to connect to a session with their laptops via wireless if they choose. Once connected, participants can be granted control of the central computer or share their screens with the group on the large screen.

Locations
Library Maps

- 1st floor (Walk-ups)
  There are (3) GLCs behind the Reference Desk in room 141. Another four are in room 126 around the corner from CCs.

- 3rd floor (Walk-ups and Reservations)
  There are (4) GLCs total on the 3rd floor: rooms 300 T, 300 V, 300 I, and 300 N.

- 4th floor (Walk-ups and Reservations)
  There are (4) GLCs total on the 4th floor: rooms 400 T, 400 V, 400 I, and 400 N.

Presentation Practice Rooms

The presentation practice rooms are configured much like multimedia classrooms, consisting of a lectern, computer, and very large plasma screen. Additionally, video cameras are installed so that students may record themselves delivering their presentations and review their performance at their leisure.

Locations
Library Maps

- 3rd floor (Walk-ups and Reservations)
  There is (1) PPR on the 3rd floor: room 312.

- 4th floor (Walk-ups and Reservations)
  There is (1) PPR on the 4th floor: room 412.
Calendar of Room Reservations

Events shown in time zone: Central Time
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.

   Week  Month  Agenda
   Fri 8/20

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

   Week  Month  Agenda
   [ ] 300 I
   [ ] 300 N
   [ ] 300 T
   [ ] 300 V
   [ ] 312
   [ ] 400 I
   [ ] 400 N
   [ ] 400 T
   [ ] 400 V
   [ ] 412

Making Reservations

Rooms may be reserved in three ways:

- Emailing isulaibstudy@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.
University of Michigan 3D Lab

Hardware Devices

M.I.D.E.N.
StereoWall
3D Printer
FDM Machine
Tiled Display
Laser Scanner
Motion Capture
Augmented Reality*
Render Garden
Workstations
Haptic Feedback
3D Digitizer
Emotiv EPOC*
Kinect*

http://um3d.dc.umich.edu/resources/hardware/
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 MSL 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.
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
Media Resource Support for Your Teaching and Research

Media can convey information in powerful ways and is ever increasing for instructional use. Finding the right image to use in your research or the perfect film that covers an issue from a certain perspective can be a challenge.

Whether we own it or the media is available online, Media Services will work with you and your subject librarian to help find, access, and use quality media (e.g., videos, images, audio) to support your teaching and research. For example, we can help you create a custom media bibliography for your course.

For media resource consultation contact: Scott Spicer | 612.626.0629
For immediate assistance with short term course video reserves contact:
SMART Learning Commons | 612.624.1584 or Jennifer Velle | 612.624.6536

Request a Media Purchase (Video, Image, Audio Formats)

To request a library purchase of video or other media resources, please contact your subject librarian.

Subject Librarians: I am familiar with many of the major media vendors and willing to negotiate a discount on a limited basis depending on the situation (e.g., digital media database licensing, replacement or second copies of DVD’s, bulk DVD purchases from educational/independent film vendors). Please contact me for further assistance.

Support for Media Conversion and Clip Creation

In the SMART Learning Commons (Walter location) we have the equipment and staff expertise to assist you with video clip creation from VHS/minIDV/DVDs, audio clips from LP/CD/cassette, and still image scanning. We can also advise on ways to integrate the media into your course or research once they have been created.* Schedule an appointment with our media specialist to assist with your media creation needs.

Note: although there are several different legal provisions that support educational use of 3rd party content, capturing, re-using and distributing 3rd party content from any source without permission always raises significant copyright issues. Capturing content from DVDs and many other video sources may also raise separate issues relating to the “anticircumvention” provisions of the Digital Millennium Copyright Act. Though we may be able to provide some general guidance, copyright consideration is ultimately the patron’s responsibility. See the Libraries Copyright website or contact the Copyright Librarian, Nancy Sims, for further information.
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 your Dean 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, ArtHistory TV, Birds of North America Online, and Caroic.

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

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<th>Tripods</th>
<th>Audio Voice Recorders</th>
<th>Portable Projectors</th>
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#### Cameras (Check Availability)

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<tr>
<th>ITEM</th>
<th>SPECIFICATIONS</th>
<th>SPECIAL NOTES</th>
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</table>
| EOS Canon Digital Rebel | - 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 | # Available: 5 |

| Casio QV-R51 | - 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. | # Available: 1
- SD memory card is NOT checked out with this item. A memory card is not required in order to use this item. |
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<tr>
<th>ITEM</th>
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| Canon XH A1S HDV Camcorder | * 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: 3.7-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. | - # Available: 2  
- MiniDV / HDV tapes are NOT checked out with this item. Users must bring in their own tapes. |
| Canon GL2 miniDV Digital Camcorder | - 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. | - # Available: 3  
- MiniDV tapes are NOT checked out with this item. Users must bring in their own tapes. |
| JVC Everio GZ Digital Camcorder | * Internal Harddrive video camera  
* Ultra-compact  
* USB/AV out terminal  
* 20x Optical Zoom and 200x Digital Zoom  
* See the JVC Website for more details. | - # Available: 1  
- No tapes required to operate. |
| | * 3CCD Camera System  
* Uses miniDV digital video tapes  
* 120 minute lithium ion rechargeable | - # Available: 1 |
### Equipment Available for Checkout

http://libraries.unl.edu/DigitalMediaEquipment

| Panasonic GS–120
  Panasonic GS–120 | battery
  + 10x Optical Zoom and 700x Digital Zoom
  + See the Panasonic Website for more details. | MiniDV tapes are NOT checked out with this item. Users must bring their own tapes. |

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### Tripods (Check Availability)

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<th>SPECIFICATIONS</th>
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| **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. | • 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. | # Available: 2
3–day checkout. |

| **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, | • 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
• Weighs 37 ounces
• Load capacity: 4 lbs. 6 oz. | # 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 2001IT extends to 49", yet weighs a mere 37 ounces with its solid 22mm leg diameter.

Audio Voice Recorders (Check Availability)

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</table>
| Olympus DS-2 Voice Recorders | • 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. | • # Available: 5  
• 3–day checkout. |

Portable Projectors (Check Availability)

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<th>ITEM</th>
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<th>SPECIAL NOTES</th>
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| Samsung SP-P410M DLP Projector | • 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. | • # Available: 3  
• The only cable attachment provided is a VGA to VGA computer cable. |

| | | # 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)

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<th>ITEM</th>
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<tr>
<td></td>
<td>• The Da-Lite Versatol® is ideal for classrooms and training rooms.</td>
<td>• # Available: 1</td>
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<tr>
<td></td>
<td>• Keystone eliminator tilts the screen forward to compensate for distorted</td>
<td>• 3-day checkout</td>
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<td></td>
<td>images.</td>
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<td></td>
<td>• High–low case adjustment allows a 50&quot; x 50&quot; screen to be fully opened in a</td>
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<td></td>
<td>room with an 8’ ceiling.</td>
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### External Hard Drive (Check Availability)

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<th>ITEM</th>
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<th>SPECIAL NOTES</th>
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</thead>
<tbody>
<tr>
<td>Western Digital External Hard</td>
<td>• 500GB capacity</td>
<td>• # Available: 5</td>
</tr>
<tr>
<td>Drive</td>
<td>• Mac/WinXP compatible</td>
<td>• For your own protection, please remove data from the hard drive before</td>
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<tr>
<td></td>
<td>• USB and Firewire (IEEE 1394)</td>
<td>returning to the library.</td>
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<tr>
<td></td>
<td>• No separate power supply needed, USB powered.</td>
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<td></td>
<td>• See the Western Digital Website for more details.</td>
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### Microphones
Equipment Available for Checkout
http://libraries.unl.edu/DigitalMediaEquipment

### Microphones (Check Availability)

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<thead>
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<th>ITEM</th>
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</table>
| Sony Dynamic Microphone F-V220 | • Highly-sensitive miniature tiepin-type microphone  
• Alnico magnet for extended frequency response  
• UniMatch plug for use with various players | • # Available: 2  
• 3 day checkout. |

### MIMIO Whiteboard Capture Device (Check Availability)

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<tr>
<th>ITEM</th>
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<th>SPECIAL NOTES</th>
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</table>
| MIMIO Whiteboard Capture Device | • MIMIO Interactive Xi Bar  
• MIMIO Capture Kit  
• Software CD  
• See the MIMIO Product website for more details. | • # 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**

**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 G4s 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 After Effects
- Cleaner
- Finale

**DOCUMENT / DESKTOP PUBLISHING**
- Adobe FrameMaker
- Adobe Acrobat
- Adobe PageMaker
- Quark XPress
- Microsoft Word
- Microsoft PowerPoint

**WEB DESIGN**
- Macromedia Dreamweaver
- Adobe GoLive

**ANIMATION**
- Macromedia Flash
- Macromedia Shockwave Director
- Adobe Dimensions
- Adobe LiveMotion

**RESERVATIONS AND CONTACT INFORMATION**
http://www.lib.utk.edu/mediacenter
865-974-6396

revised 01/13/02

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

STUDIO FALL & SPRING HOURS
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 that purpose.

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

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.

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 website 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

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 VoISpace at http://volspace.utk.edu. If you have questions, please contact us.

Guidelines for Users

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

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

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

- Scientific calculator (5)
- 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
- Sony e-book reader
- iPod Touch 32GB
- iPads (3)
- Media Card Reader
- Pocket Weather Meter
- Analog Sound Level Meter
- Kodak PlaySport Zx3 Video Camera
- Epson VS310 Multimedia Projector
- Kill A Watt Electricity Usage Meter
- Arduino Starter Kit

And ye shall know Me by My Strength
by Telstar Logistics

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