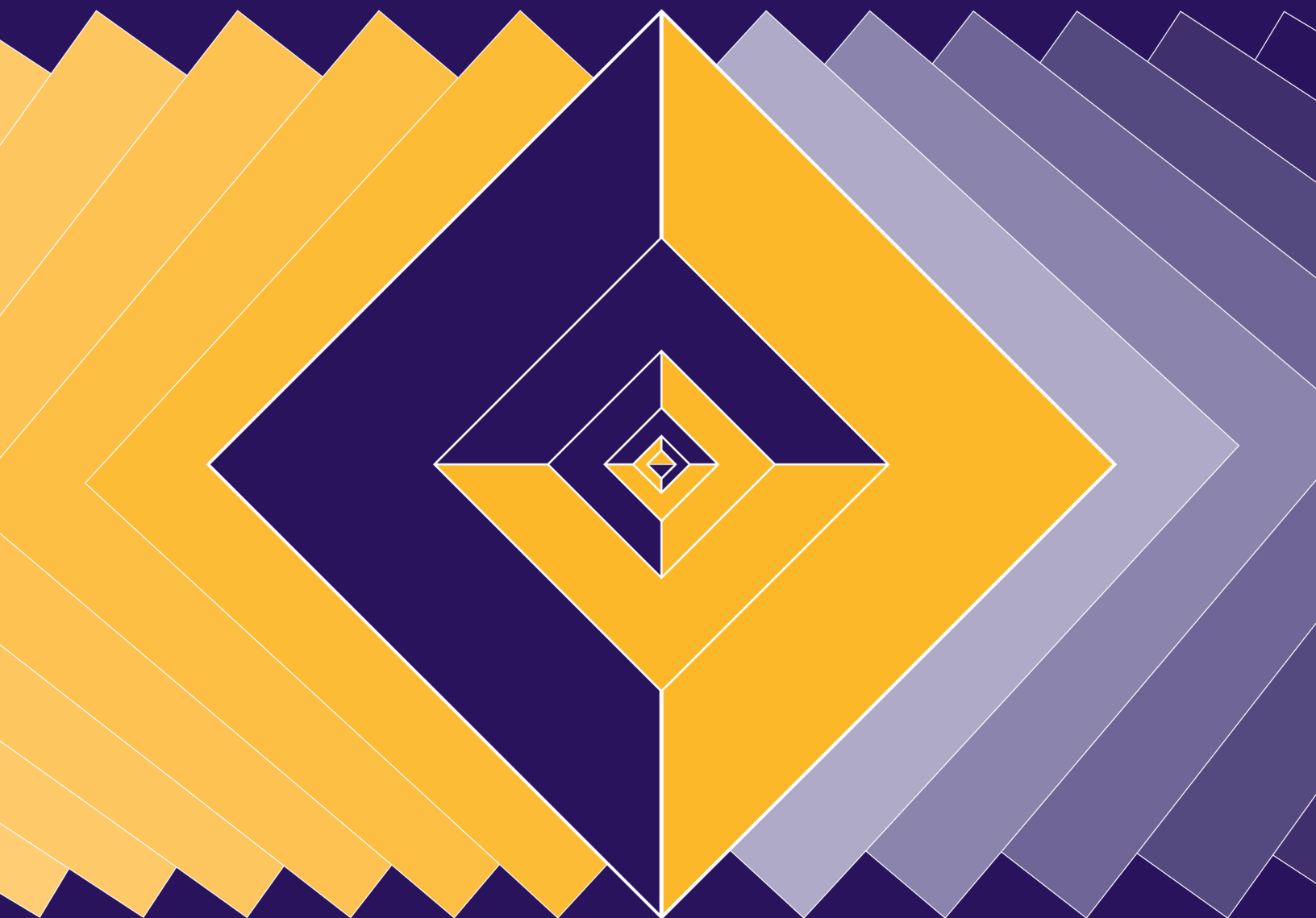




Kit 328

Collaborative Teaching and Learning Tools
July 2012



ASSOCIATION OF RESEARCH LIBRARIES

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SURVEY RESULTS

Executive Summary.....	11
Survey Questions and Responses	19
Responding Institutions.....	50

REPRESENTATIVE DOCUMENTS

Equipment and Services Descriptions

Emory University	
Study Space Options in Woodruff Library	54
Georgetown University	
Equipment Video.....	55
Georgia Tech	
Presentation Rehearsal Rooms.....	58
Louisiana State University	
Collaborative Spaces in Middleton Library for Students.....	60
University of Michigan	
3D Lab Hardware Devices.....	64
Michigan State University	
Collaborative Technology Labs.....	65
University of Minnesota	
Media Resources Support.....	67
University of Nebraska-Lincoln	
Equipment Available for Checkout	69
University of Tennessee	
Studio Fact Sheet	75
Yale University	
Collaborative Learning Center	77
York University	
Steacie Science and Engineering Library > Unusual Reserves.....	78

Loan Policies and Agreements

University at Albany, SUNY	
University Libraries Laptop Lending Agreement.....	80
University of Chicago	
TECHB@R Equipment Lending Terms and Conditions	81
Emory University	
iPad and Nook Color Loans.....	83
Georgetown University	
Gelardin New Media Center Equipment Use Policy.....	85
Louisiana State University	
Gear to Geaux	87
University of Louisville	
Ekstrom Library Kindle Loan Agreement.....	88
University of North Carolina at Chapel Hill	
MRC Equipment Loan Policies.....	89
Northwestern University	
Guidelines for Equipment Lending from Digital Collections	90
Oklahoma State University	
Statement of Responsibility	91
Southern Illinois University Carbondale	
Laptop Checkout Registration & Liability Form	93
Temple University	
Borrow Electronic Devices Amazon Kindle	95

Instructions and How-Tos

University of California, Irvine	
Langson Library Multimedia Resource Center Video Tutorial	98
Emory University	
Room 310: Connect Mac laptops to media:scape tables.....	101
Georgetown University	
Using a Kindle Fire	104
Louisiana State University	
Students: Questions You May Have About Clickers.....	106
University of Nebraska-Lincoln	
Digital Media Services Help!	107
Northwestern University	
Info Commons Project Room Usage Instructions	109
Pennsylvania State University	
Interwrite Board Instructions.....	110
University of Tennessee	
Studio Equipment Hookup	111
Smithsonian Institution	
NMNH Video Conference Quick Start Guide.....	112

Promotional Materials

Arizona State University	
The Library Minute: Study Spaces (Video)	114
University of Chicago	
Get technology training at Regenstein TECHB@R	115
Georgetown University	
Gelardin New Media Center.....	116
Northwestern University	
The Project Room @ the Information Commons.....	118
Oklahoma State University	
3 reasons to visit the Library	119
Edmon Low Library on Facebook.....	120
Pete's checking out an iPad between classes.....	121
University of Tennessee	
The Studio	122

SELECTED RESOURCES

Journal Articles and Other Works	127
Websites.....	128



SURVEY RESULTS

EXECUTIVE SUMMARY

Introduction

Collaborative teaching and learning tools include a variety of hardware used to view, create, and present information. This survey specifically focused on equipment, devices, or systems being offered to research library users in a self-service environment for individualized, user-initiated, collaborative teaching and learning. Many of these tools have steep learning curves, while others are much more intuitive and are used extensively across research institutions. They may be located at the libraries or elsewhere at the institution. While some tools lend themselves to collaborative teaching and learning, others may be associated with individualized teaching and learning scenarios. Although many institutions provide loanable technology for educational use, there is little documentation of such programs. The survey provides a snapshot of what is or will be offered in 63 libraries at 61 of the 126 ARL member institutions.

Equipment Offered

The 13 types of tools addressed in the survey range from traditional classroom-based resources (e.g., whiteboards) to more sophisticated technologies repurposed for educational uses (e.g., videoconferencing systems). Respondents were asked to identify which of the tools are currently offered at their libraries, which technologies they are planning to provide, which they do not plan to provide, and, if the library does not offer the tool, whether it is available elsewhere at the institution. The survey also asked how many of each type of tool is or will be available. Sixty-one of the 63 respondents (97%) currently offer at least one form of collaborative teaching and learning tools to their users.

Not surprisingly, non-interactive whiteboards are the most available tools identified in the survey. Fifty-eight institutions (97%) have or plan to have them; only two libraries have no plans to offer whiteboards. The number offered ranges from two to 100 per owning institution, with an average of approximately 23 units.

Laptops are the next most commonly available tool. Forty-one of 62 responding libraries (66%) offer or plan to offer laptops. These libraries offer about 59 laptops, on average. At least one respondent reported that while the institution strives to offer emerging technologies, the laptop loan service continues to be “one of [the] most popular and appreciated services” offered by the libraries. In contrast, another respondent noted that they are discontinuing laptop check-out and are instead encouraging students to bring in their own. One institution described the transition from a laptop to netbook loan service as a way to increase the number of units available to users, “given the lower price of [them].” Touchscreen tablet computers such as iPads and Android tablets (e.g., Motorola Xoom) are or will be available at 38 institutions (61%), with owning libraries offering an average of 12 units. E-book readers are also offered or will be offered at 24 ARL libraries (39%), with an average of 10 readers at each library.

Collaborative devices for multimedia production are widely available. Forty libraries (63%) offer video recording devices such as the FlipVideo tapeless camcorder. These institutions reported supporting an average of 13 units each. Fifteen libraries (24%) do not plan to offer these devices, and eight (13%) indicated the equipment is available elsewhere within the

institution. Similarly, more than half the respondents reported having audio recording aids at the library (34 responses or 55%). Several (11 or 18%) reported that other locations on campus have these devices.

Thirty institutions (49%) reported they currently offer or plan to offer interactive whiteboards. These collaborative tools are available elsewhere at 11 institutions (18%), but 20 others (33%) reported that they do not plan to offer this tool. Although interactive whiteboards are used in libraries and throughout several reporting institutions, interactive learning centers (touch tables) that use comparable technologies are only available or will be available at 15 libraries (25%). The specialized nature of content to optimize use of a tool, such as GIS, may contribute to its low response rate. A tool commonly associated with the interactive whiteboard—the audience response system with clickers—is or will be in place at 29 institutions (48%), with an average of 120 clickers at each owning library. Twenty-three respondents reported that audience response systems are being used at locations other than the library. One institution commented that ABTutor or polleverywhere served as an alternative to the audience response system.

Handheld videoconferencing devices such as webcams are offered or will be offered at 14 of the reporting institutions (23%), with an average of 32 units, and one respondent commented that some tablet computers and laptops are equipped with a built-in camera with audio and video capability; since this capability enables use for videoconferencing purposes, purchase of standalone devices was deemed unnecessary. Thirty-six institutions (61%) currently offer or will offer videoconferencing systems. Few libraries offer their patrons gaming systems (eight institutions or 13% with an average of four units each) and personal digital assistants are no longer popular (three institutions or 5%).

Thirty respondents reported they support a variety of other devices, electronics, systems, and workspaces to allow creation, viewing, and editing of information. Viewing devices are mentioned most frequently; monitors and projectors allow a larger group of users to work together without having to crowd around a small monitor. Nine institutions (30%) have anywhere from two to “dozens” of display

monitors (LCD and plasma). Eight have between two and 25 projectors (portable to larger data projectors). An alternative to a single, large display is collaborative workspace offered by Steelcase. Mentioned in eight of 30 responses (27%), this media:scape workstation system is described as providing a “collaborative seating arrangement [with] a large screen monitor and table for laptops that connect.” media:scape allows users to shift quickly between displays of connected laptops and other devices such as an iPad. Responding institutions had as few as one station and as many as 20 at some libraries.

Several institutions offer other computer electronics such as scanners, drawing tablets, and various storage media. Headphones (three institutions owning a range of 16 to 60 units) and microphones (six institutions ranging from three to 37 units each) vary from very basic to professional quality. Smaller accessories necessary to optimize use of computing and productivity tools (such as adapters and cables) are noted to be available in “kits” or as standalone items to be used in the library.

Reference to multimedia production was in connection to technology-rich spaces within the libraries, sometimes referred to as information commons, media centers, or knowledge commons. One library reported jointly administering the spaces with institutional/campus technology departments and reported those holdings. Among the equipment frequently maintained for video and audio production are digital cameras (ranging from four to 18 units each at seven institutions) and accessories, including tripods. One respondent explained, “[providing] editing facilities [is] used to integrate media from our collection into academic projects. In addition to using found footage and content in digital productions, our users can also create new content using the digital still and video cameras, audio recorders, and accessories like lighting and microphones.” Audio players, video editing equipment, and video conversion tools, audio editing equipment, imaging technology, music keyboard and mixing boards, transcription kit, and 3-D modeling and animation equipment were reported as available by at least one institution. Appropriate software packages to use these tools are installed when necessary.

Unique responses designated as collaborative tools by respondents included large-scale poster plotters, GPS, and PA systems. Non-electronic tools offered included graphing and scientific calculators, project lockers, media viewing rooms, presentation practice areas, module and mobile furniture, green screens, and carts for transporting equipment.

Equipment Location

The locations of learning and teaching tools include open user areas (such as reference or information commons areas), classroom or teaching/training labs, group study rooms, the circulation desk, and other facilities across the institution, including library conference rooms, campus computing centers, media centers or information technology labs for instructional support services, student unions, and dorm study rooms.

Non-interactive whiteboards are found in many locations at the 63 responding institutions, including open areas (32 responses or 57%), classrooms/labs (30 or 54%), and group study rooms/spaces (43 or 77%). The prevalence of this non-digital collaborative tool is likely due to its inexpensive and easy-to-maintain nature.

Interactive whiteboards are in open spaces at nine institutions (25%), though more often they are housed in classrooms/labs or group study rooms. Nine of the 14 libraries that have interactive learning centers put them in public spaces in the library; one library indicated a touch table is available in an exhibition area within the special collections library.

Although some tools are available in open spaces, expensive equipment is typically not found in open, unregulated areas in the library unless mounted (e.g., plasma displays), grounded (e.g., media:scape tables), or installed to another device (e.g., videoconferencing devices or scanners).

Videoconferencing systems, interactive whiteboards, and audience response systems are commonly found in classroom/lab environments and group study rooms. In the classrooms they are usually only for faculty use. Respondents' additional comments showed six instances of videoconferencing systems housed in conference rooms.

Many of the tools available for loan and use on-site include laptops, video recording devices, audio

recording devices, touchscreen tablet computers, calculators, and e-book readers. Associated peripherals such as keyboards, portable scanners, projectors, power cords, and cables for monitors and webcams are also loaned by at least one institution. Monitors, keyboards, and some other tools/devices for media or video production are sometimes held in the group study rooms (five institutions) and are, in effect, checked out at the time of reserving the user space. The media:scape tables are held in various locations throughout the libraries; institutions varied by making them either openly accessible on a first come-first serve basis or loaned via check out of a group study room.

Scheduling

Forty-six of the responding institutions (74%) indicate they use some kind of scheduling process to reserve collaborative teaching and learning tools. The most common methods are scheduling equipment in person (20 responses or 44%) and using a form on the library's website (19 or 41%). A few libraries accept reservations by sending an email, scheduling via the catalog, calling in a request, and using an online calendar such as Oracle or Outlook. Four institutions use a commercial booking system (e.g., OnShore Development). The catalog or homegrown systems are most often used for advanced booking. One institution indicated that, "Check out of more advanced/expensive equipment... sometimes requires faculty sign-off." One institution uses touchscreen tablets outside of study rooms for on-the-fly scheduling.

While respondents are not consistent with the systems used to schedule and reserve tools, they reported some consistency with what is scheduled. Respondents focused either on a specific tool or on booking user spaces that are equipped with tools not individually checked out. Fifteen institutions (68%) reported they book group study rooms or classrooms that house various tools. Examples of this practice are booking the media production room to reserve video equipment and green screens, presentation space to check out monitor and cables, or a group study room to reserve the interactive whiteboard or videoconferencing system. Examples of devices that can be reserved include laptops and e-book readers. These are

barcoded and checked out to the user's institutional identification/library card.

Decision Drivers

Libraries decide to make learning and teaching tools available to users based on a number of drivers. Respondents to the survey indicated that user request is the most compelling reason to purchase collaborative tools (54 institutions or 87%), while recommendations from a library committee or staff member is the second highest driver (52 or 84%). The third highest driving factor comes from university department collaborations, where libraries focus equipment purchase on tools integrated into the classroom and curriculum (36 or 58%). Adding the tool to designated technology-rich spaces in the libraries (e.g., the information commons) was the fourth highest reported driver (34 or 55%).

Other decision drivers for the purchase and support of collaborative teaching and learning tools range from a consideration of trends and best practices to input from faculty or students. Opportunities such as new construction projects, donations from private donors, improved wireless coverage, and allocation of student technology fees influenced the decision for other institutions. One respondent noted that a plan for continuous assessment of user needs should be in place before including technology. As this plan develops, user demands and expectations may also evolve.

Use Policy

When asked about restrictions on the use of teaching and learning tools, many of the respondents (26 or 43%) indicated that some tools are available to some users while others are restricted. Eighteen (30%) indicated that use is restricted based on user category, while a comparable number (17 or 28%) revealed that all tools are available to all users.

Forty-five respondents provided additional information about restrictions on tool use. In the majority of cases (29 or 64%), currently affiliated students, faculty, and staff can use any of the offered collaborative tools. In some cases (11 or 24%), only students can use the equipment, as purchase and use agreements are governed by the student technology fee paid or other grants specifically targeted to students. At two

institutions, students can only reserve an interactive whiteboard if faculty have "signed-off (via email)" on their use. In other cases (nine or 20%), teaching staff (both faculty and graduate students) are eligible to use tools such as cameras, audio recording devices, and laptops. In one case, the library restricts use to a specific population: "Video cameras and digital audio recorders are available to faculty/students teaching/enrolled in a class using oral history or other guided interview methods in coursework."

Twenty-six of the responding libraries (43%) require a registration process for use of many of the collaborative tools, while the same number of respondents indicated that neither training nor registration is required. The registration process typically requires users to sign an agreement, when they checkout such items as laptops, iPads, MacBooks, cameras, and audio recording devices, that specifies, "They agree to certain responsibilities including how the equipment can be used and their financial obligation in the event of theft, loss, and/or late return" (15 responses or 54%). Registration is usually a paper agreement form, but one respondent indicated that users must complete an online agreement form to book a Kindle in the catalog.

In four instances (14%), users contact staff directly to register to use videoconferencing tools, iPads, and Blackberries. At six institutions (21%) students are automatically registered when they check out laptops and iPads in the library system or during advanced booking by web form.

Training and Technical Support

A quarter of the responding libraries require users to complete training before using these tools. In some cases, library staff simply provide brief presentations that cover use policies, basic equipment operation, and "general how-tos." One institution requires training for iPads that are used in instructional seminars they offer on the use of medical apps. More complex or very specialized equipment, such as recording studios, multimedia workrooms, videoconferencing equipment, and video cameras, require more extensive training. One institution uses online videos—student technology workers in the media center developed online training modules that users must complete before receiving any equipment. Another institution offers

a workshop for interactive whiteboard use. In one instance, certification is required for “some complex equipment.” Where training is not required, instructions on how to use the equipment is offered upon request.

More than half of the 58 responding libraries (33 responses or 57%) reported that both library IT/systems and non-systems staff play a role in training their coworkers to use and troubleshoot collaborative tools. About a third of these 33 also turn to their parent institution IT staff and/or commercial vendors for training. At 12 libraries only non-IT library staff provide training or troubleshooting. Five rely solely on library IT staff. Only two respondents report training or troubleshooting only by the parent IT staff. The high number of respondents who depend on non-systems staff for training/troubleshooting (47 or 81%) indicates the need for immediate support for staff in public service functions. One respondent describes staff being trained by “super users” in their area. Another commented, “It depends. Most troubleshooting is done and documentation developed by front-line staff. When necessary, IT staff will help resolve technical problems. We intentionally wanted equipment and systems that were readily usable and wouldn’t require staff help.”

When asked who provides technical support for library users, the responses were almost identical to who provides training. The majority of respondents once again depend on either non-systems library staff (47 of 61 responses) or library IT/systems staff (40 responses). With a few variations, the same libraries rely on the parent institution’s IT/systems staff for user support. Only four respondents receive user technical support from vendors. This suggests a dependence on “train-the-trainer” sessions for library staff who receive the training directly from vendors and then pass that knowledge on to the users. Comments on this question also hint at support for students by students.

Not surprisingly, maintenance and repair of collaborative teaching and learning tools shifts more to library IT/systems staff (49 or 81% of responses overall). The number of libraries that rely on non-systems library staff goes down to roughly half. Most of these 30 respondents also depend on library and parent institution IT staff and vendors for maintenance and

repairs. Most of the remaining 31 respondents rely on a combination of library and parent institution IT staff and commercial vendors. Additionally, responses in the “other” category imply that institutions are willing to go “out-of-house” (e.g., outsource) to keep highly technical tools in good working order. Reliance on commercial vendors for repairs and maintenance is also likely a reflection on the contractual obligations of the suppliers to honor warranties for malfunctioning parts or hardware.

Considering the complex nature of new technology and hardware involved with the wide variety of collaborative teaching and learning tools, responses to this question and the previous support questions clearly indicate that institutions depend greatly on their IT/systems staff for maintenance and troubleshooting of highly technical hardware and software. However, right along with them are non-IT/systems library staff members that provide assistance in about half of each of the troubleshooting, technical support, and maintenance scenarios.

Financial Support

Initial purchase of collaborative teaching and learning tools in libraries is done through a variety of funding sources, but chiefly they are acquired through the general library budget (53 responses or 86%). The library’s IT/systems budget came in second as a source of funding for half of the responding libraries. About a third relied on the parent institution’s IT/systems budget or student technology fees. Grant funding from outside agencies is used by roughly one-fifth of the libraries. Only six respondents reported using a public/private partnership for funding. The “other” responses fall into several discernable categories: donations/donor funds (seven responses); other institutional departments (four responses); endowment funds (three responses); and renovation/construction funds (three responses). One respondent reported using library fines and fees. Another is considering using collection development funds in the near future to buy e-readers and iPads. A third received funding for laptops and netbooks from a local credit union, while one library system used “shared funding” of student technology fees by collaborating with other units on campus. Such creative and varied responses suggest libraries

themselves are being innovative when seeking outside funding streams to purchase cutting-edge tools.

Funding for ongoing maintenance and replacement of equipment follows a very similar pattern to that of initial purchase funding: most respondents depend on the general library and/or IT/systems budget. Funding from student tech fees drops to 25% of respondents and from the parent institution's IT/systems budget falls to 20%. As might be expected, grant funding and public/private partnerships drop off considerably after initial purchases of equipment and the parent institution or library takes over maintenance and repair. Two libraries use library fines and fees for maintenance and repair. One institution generates income from a "Distance Learning Library Services program." One library hopes that as some collaborative tools gain popularity across campus that university administration will acquire a site-license.

Only four libraries report charging fees for the use of collaborative teaching and learning tools. One institution charges unaffiliated users a fee to use some equipment and rooms. At one library, late fees are \$5 an hour for electronic equipment and \$1 an hour for accessories. Another library charges a fee for late return of laptops (\$20/hour, up to a maximum of \$200). While no up-front fees are charged to affiliated users of these institutions, refusal to adhere to use policies and due dates for electronic equipment potentially can be seen as additional revenue stream for their purchase, maintenance, and repair.

Publicity and Evaluation

When offering a new service, libraries often try to publicize the new service through a variety of media such as library websites, fliers, social networking sites, email, newsletters, and the campus newspaper. However, when asked how they promoted the availability of new collaborative teaching and learning tools in their libraries, respondents overwhelmingly relied on simple word of mouth (59 responses or 95%). Not far behind that response are announcements on the library website (56 or 90%), followed by mentions in library classes and tours (54 or 87%). Such seemingly passive promotion of a new service may be due to the technical support and large learning curves associated with tools that may be deemed technologically

advanced for library staff and users. Even a traditional method of promotion like signs and flyers (42 or 68%) ranks slightly ahead of "web 2.0" social networking methods like Facebook, Twitter, YouTube, etc. (40 or 65%). Fewer than half of the respondents reported using email (30 or 48%), library newsletters (29 or 47%), or campus newspapers (16 or 26%), signifying much less reliance on these methods as a means to reach a more technologically advanced user. Open-ended responses indicated use of various "digital signs," e.g., electronic signs on campus or screen savers on workstations, to reach potential users. Three respondents relied on library outreach or liaisons to campus departments. Two libraries used institutional websites, while one had not started marketing initiatives, yet.

Similar to the methods employed in publicity, assessing the success of offering collaborative teaching and learning tools is largely informal in most of the responding libraries. Informal user feedback (57 or 93%) and tracking the number of uses of each tool (55 or 90%) are the two most common evaluation methods. Surprisingly, fewer than half indicated they use formal surveys of users (26 or 43%), though an analysis of the "other" responses shows this number is misleading. Three libraries report using focus groups, two others use faculty surveys, one uses an "Opinions Survey," and yet another relies on the library's annual survey—all of which can be viewed as methods of formalized user surveys. As a measure of user demand, the fourth most popular evaluation technique is tracking the number of requests for each tool (24 or 39%). Some libraries track the number of technical support requests for each tool as an evaluative measure (16 or 26%). One library has recently hired an "Assessment Librarian," whom they hope will be able to track evaluation of support for collaborative teaching and learning services. Interestingly, one library somehow tracks "turn aways" (i.e., number of users turned away from a service desk because all of the needed tools are checked out).

Benefits and Challenges

Some of the most informative and thought-provoking comments in the survey come from the sections in which respondents were asked to list up to three benefits and three challenges associated with

offering collaborative teaching and learning tools in the library. The amount of benefits and challenges are nearly equal, but the number of unique statements for challenges seems to outnumber the beneficial ones. Although the responses are quite varied, several noticeable themes emerge.

The benefits of providing collaborative teaching and learning tools cover many needs of the research community. Their very nature seems to be the inspiration for a large majority of the respondents who feel these tools support a collaborative teaching and learning environment, as evidenced by responses that mention the benefits of team learning, supporting collaborative work and new teaching styles, and meeting the changing needs of teaching, learning, and research at their institutions.

The second most common perception held by respondents is that the popularity of collaborative tools serves as good publicity and outreach for the libraries:

- “Brings users to the library.”
- “Broadens the identity of the library on campus.”
- “Allows us to reach people who might not normally visit.”
- “Good marketing for the library as a technologically relevant place.”
- “Fulfills a user need, thus providing good PR.”

Several comments emphasize the importance of having access to new tools and technology for users in developing the much-needed knowledge, skills, and abilities within a 21st century knowledge discovery environment:

- “Access to technology for workplace skill development.”
- “Improves their skills for future entrance into the work force.”
- “Provides students with valuable skill-sets that will make their resumes and grad school applications more competitive.”

Quite a few responses point out the added benefit for users of increased access to new tools and cutting

edge technology. The libraries absorb the sometimes prohibitive cost for researchers to experiment with new tools, thus evening the playing field for economically disadvantaged users.

A few institutions stress the mere convenience and flexibility of being able to check out laptops and how that too extends learning beyond the classroom. Another common theme is that offering these tools enhances the users’ learning experiences in and out of the library and also provides improved patron services. Other responses mention satisfying user needs and demands, as well as keeping the library up-to-date and relevant.

When respondents were asked to identify challenges, an overwhelming number of comments concerned costs associated with the initial purchase of these tools. They also expressed the need for recurring funds devoted to technology maintenance, repair, and replacement. Even though not requiring institutional funds, one respondent interestingly pointed out that, “even free apps require having a credit card on file.” Technologies that are lent out could easily be damaged and expensive to repair or replace. Several respondents were concerned that the budget for more traditional library materials (e.g., books) would be cut in favor of buying technology tools.

Another prevalent issue is that collaborative teaching and learning tools always need updating:

- “Keeping up with rapidly changing technologies.”
- “Things change so quickly, deciding where to invest is a challenge.”
- “iPads are challenging to keep updated.”
- “Some technologies are on their way towards obsolescence by the time a service for them is launched.”

A number of the responding libraries mentioned the effect on staff workload and the learning curve involved in keeping up with the latest hardware and software. The time involved in assisting patrons and troubleshooting seems to be taking a toll on some library staff, as one pointed out they, “must maintain a bigger workload with the same number of hours in a day.”

With the influx of new technology comes a rise in the need for technical support that includes the maintenance and upkeep of a variety of devices and platforms. Several libraries seem to be struggling with defining who provides this support and how. Their concerns include:

- “Difficulty in supporting combination of university-owned and student-owned equipment.”
- “How to provide technology support and content/reference support at point of need.”
- “Library IT support for tools that often fall outside the profile of equipment routinely supported.”

The public relations activities involved in getting the word out effectively to influence user buy-in seem to be challenging for one or more libraries:

- “Instructors are not always supportive or interested in their students using these resources.”
- “Some faculty and staff (including library staff) do not understand why the library is involved in providing these tools to users.”
- “Communication between partners is essential and any breakdown can negatively impact services and user experiences.”

Other challenges mentioned include meeting user demand, security, developing policy and procedures,

and scheduling. Lack of space, or adequate space at least, in existing libraries for collaborative tools and learning is also a concern for some: “It’s hard to carve out space for group rooms in the current footprint of our buildings.” Surprisingly, only one respondent mentioned the issue of copyright and licensing as a concern. One library aptly pointed out an often overlooked challenge: personal privacy can sometimes be compromised when using shared teaching and learning tools.

Conclusion

Results and documentation from this survey demonstrate the variety of collaborative equipment, devices, and systems available or soon to be available to research library users. When considering the provision of collaborative teaching and learning tools, one must take into account the institutional mission, policies, infrastructure, budgetary constraints, staffing, and user demand and expectations. What should be purchased? How many to purchase? Who can use them? Where can they use them? When can they use them? How will they use them? When and how will they be updated? Who will do the updating? Who will train the users? Who will train the staff? Institutions thinking of offering such resources in the future can perhaps make more informed decisions by assessing the experiences reported by ARL libraries in this survey. The study seems to indicate these tools not only enhance current services at libraries but also improve the libraries’ image as a dynamic and responsive partner of the research community.

SURVEY QUESTIONS AND RESPONSES

The SPEC survey on Collaborative Teaching and Learning Tools was designed by **Marilyn N. Ochoa**, Assistant Head of the Education Library, and **Thomas Caswell**, Assistant Head of the Architecture and Fine Arts Library, at the University of Florida. These results are based on data submitted by 64 libraries at 61 of the 126 ARL member libraries (48%) by the deadline of March 5, 2012. The survey's introductory text and questions are reproduced below, followed by the response data and selected comments from the respondents.

Recent library literature emphasizes the increase in technologically savvy library users and the development of "information commons" or "collaboration labs" to serve them. However, little has emerged to give insight on the details of offering complex and technologically advanced collaborative teaching and learning tools, such as interactive whiteboards, to library users. The ability of a library to offer such equipment carries with it a large learning curve, for both users and library staff, along with financial and technical support issues.

This survey is designed to gather information about what collaborative teaching and learning tools are currently being offered to users in ARL member libraries. It covers questions on which kinds of tools are offered, how many, and why, where they are located, who may use them, the sources of funding, who provides training and support, and what techniques are used to promote and evaluate the tools. Data and documentation gathered from this survey should provide a snapshot of collaborative teaching and learning tools currently offered in academic and research libraries and also provide a basic framework for those thinking of offering such resources in the future.

For the purpose of this survey, "collaborative teaching and learning tools" are limited to the equipment, devices, or systems being offered to research library users in a self-service environment including, but not limited to, the following: interactive whiteboards (IWBs, e.g., SMART Board), touchscreen tablet computers (e.g., iPads), classroom/audience response system (e.g., clickers), interactive learning centers (e.g., TouchTables), and Wii gaming systems. Please restrict responses to this survey to those services and equipment that result in individualized, user-initiated, collaborative teaching and learning scenarios.

EQUIPMENT OFFERED

1. For each of the following types of collaborative teaching and learning tools please indicate whether the library currently offers it, plans to offer it in the near future, or has no plans to offer it. If your library does not offer the tool, please indicate if it is available elsewhere in your institution. N=63

	Currently Offers	Plans to Offer	No Plans to Offer	Available Elsewhere	N
Video recording devices (e.g., FlipVideo cameras)	36	4	15	8	63
Laptops	40	1	14	7	62
E-book readers (e.g., Kindle, Nook)	20	4	37	1	62
Touchscreen tablet computers (e.g., iPads)	23	15	20	4	62
Audio recording devices	31	3	17	11	62
Interactive whiteboards (IWBs, e.g., SMART Board)	26	4	20	11	61
Gaming systems (e.g., Wii)	8	6	42	5	61
Non-interactive whiteboards	56	2	2	—	60
Classroom/audience response systems (e.g., clickers)	26	3	8	23	60
Interactive learning centers (e.g., TouchTables)	7	8	40	5	60
Videoconferencing systems (e.g., Polycom)	33	3	12	11	59
Personal digital assistant	3	—	53	3	59
Handheld videoconferencing devices (e.g., Dell Streak, webcams)	10	4	38	6	58
Other tool(s)	33	2	—	—	35
Number of Responses	61	33	60	37	63

If you selected "Other tool(s)" above, please briefly describe it and specify whether your library currently offers it, plans to offer it, or it is available elsewhere in your institution. N=35

Currently Offer N=33

Audio/Video	N=26
Digital camcorder	4
Tripod for cameras and camcorders	4
Portable green screen	3
Lighting equipment	3
Midi keyboards	2
Digital audio recorder	2
Audio/video cables and adapters	2
AMP speaker	2
AMP speaker stand	1

Video converter	1
Digital wave recorder	1
Mixing board	1
Monitors/Projectors	N=18
Display monitors	9
Projectors	6
Portable LCD projectors	1
Data projector	1
SMART Podium	1
Other Devices	N=18
Digital and SLR cameras	8
GPS devices	3
Pen/drawing tablets	3
DVD Player	2
DVD/VCR	1
VCR	1
Accessories/Adapters	N=15
Microphones	6
Headphones	2
Wireless keyboards	1
Accessory Bag	1
Security cables	1
Firewire	1
Power cord/strip	1
Remote controls	1
Laser pointer and power presenter (wireless)	1
Other Tools	N=11
Scientific/graphing calculators	4
Microscope	1
Transcription kit	1
Skype kit	1
Magic Planet	1
Cart	1
Virtual reality	1
PA system	1

Collaborative Spaces	N=11
media:scape workstations	8
Skype room	1
Media viewing rooms	1
Project lockers	1
Scanners/Printers/Copiers	N=10
Scanner	2
Portable scanner	2
Large-scale poster plotter	2
Polyvision CopyCam	1
3D scanner	1
Imaging technology	1
Rapid prototyping	1
Storage	N=9
External hard drives	3
Flash drives	3
Memory card readers	1
Memory cards	1
Zip drive	1

Plan to Offer N=2

Developing presentation practice studio space.

Media:scapes will be part of a scheduled renovation this summer.

Selected Comments

Although we don't offer webcams as a separate item for checkout, our 160 Dell laptops have webcams installed in them.

Media:scapes. These are collaborative seating arrangements that have a large-screen monitor and table for laptops that connect—with a switching device that allows users to quickly shift displays between connected laptop—or device such as an iPad.

The library has plans to offer iPhones at one branch to explore the utility of mobile devices.

Video and audio recording is available in our presentation practice room only. We do not check out these devices. The Polycom system is available in our Business Library, but it is available to the College of Business community only.

We have three interactive whiteboards but do not believe they are easy enough for users to operate. We previously circulated laptops from our circ desks, but decided to discontinue the service. We are doing things to encourage students to bring their own laptops instead.

If making these tools available for users is in the planning stages, please answer the following questions to the best of your ability based on plans at this time.

NUMBER OF TOOLS

2. Please indicate how many of each tool your library currently offers or plans to offer. N=61

	Minimum	Maximum	Mean	Median	Std Dev	N
Non-interactive whiteboards	2	100	22.87	14.50	23.34	52
Laptops	1	300	59.37	35.50	60.39	38
Video recording devices (e.g., FlipVideo cameras)	1	60	13.30	8.00	14.34	37
Touchscreen tablet computers (e.g., iPads)	1	60	12.09	9.50	12.92	32
Audio recording devices	1	48	11.28	6.50	11.48	32
Videoconferencing systems (e.g., Polycom)	1	13	2.94	2.00	3.08	31
Interactive whiteboards (IWBs, e.g., SMART Board)	1	32	4.90	3.00	6.07	30
Classroom/audience response systems (e.g., clickers)	1	1000	120.63	60.00	225.99	24
E-book readers (e.g., Kindle, Nook)	1	64	9.68	5.50	13.68	22
Interactive learning centers (e.g., TouchTables)	1	10	2.54	2.00	2.60	13
Handheld videoconferencing devices (e.g., Dell Streak, webcams)	2	161	32.45	12.00	46.78	11
Gaming systems (e.g., Wii)	1	14	4.09	3.00	4.18	11
Personal digital assistant	50	—	—	—	—	1

Please specify any other tool(s) and how many of each are/will be available. N=30

Audio/Video	N=27
Lighting equipment	4 institutions, 1 to 10 units
Portable green screen	3 institutions, 1 to 6 units
AMP speaker (50 watts)	2 institutions, 5 units each
Digital camcorder	2 institutions, 3 to 30 units
Midi keyboards	2 institutions, 13 units
Tripod for cameras and camcorders	2 institutions, 10 to 22 units
AMP speaker stand	1 institution, 4 units
M-box mini	1 institution, 3 units
Digital wave recorder (amateur)	1 institution, 25 units
Video editing dubbing station	1 institution, 2 units
Digital audio recorder (professional)	1 institution, 2 units

Mixing board (audio)	1 institution, 2 units
Field mixer	1 institution, 1 unit
Mini DV deck	1 institution, 1 unit
Analog audio dubbing station	1 institution, 1 unit
Digital voice recorder	1 institution, 1 unit
Analog sound level meter	1 institution, 1 unit
Video converter	1 institution, 1 unit
Accessories/Adapters	N=24
Microphones	6 institutions, 3 to 37 units
Headphones	3 institutions, 16 to 60 units
Power cord/strip	2 institutions, 13 to 20 units
Computer headset w/microphone	1 institution, 20 units
Wireless keyboards	1 institution, 3 units
Digital converter box	1 institution, 1 unit
iPad SD card reader	1 institution, 3 units
iPad camera connector	1 institution, 3 units
Laptop to projector adapters	1 institution, 5 units
Accessory Bag (extra cables)	1 institution, 2 units
Security cables	1 institution, 26 units
Firewire (various types)	1 institution, 14 units
Remote controls	1 institution, 7 units
Laser pointer and power presenter (wireless)	1 institution, 12 units
USB extension cable	1 institution, 1 units
Network cable (CAT5)	1 institution, 1 units
Monitors/Projectors	N=19
Display monitors	9 institutions, 1 to dozens
Projectors	8 institutions, 2 to 25 units
Projection screen (6 foot diagonal)	1 institution, 4 units
Wall monitors	1 institution, 16 units
Other Devices	N=19
Digital cameras	9 institutions, 1 to 24 units
Wacom pen tablets/drawing tablets	3 institutions, 2 to 5 units
GPS devices	2 institutions, 4 to 12 units
Audio Player	1 institution, 6 units
SLR cameras	1 institution, 2 units
DVD/VCR	1 institution, 17 units

Wacom graphics pens	1 institution, 11 units
Portable DVD players	1 institution, 10 units
Collaborative Spaces	N=11
media:scape workstations	8 institutions, 1 to 20 units
Project lockers	1 institution, 60 units
Media viewing rooms	1 institution, 2 units
Skype room	1 institution, 1 unit
Storage	N=10
Memory card readers	3 institutions, 1 to 13 units
External hard drives	3 institution, 1 to 19 units
Flash drives	2 institutions, 4 to 25 units
Memory cards	1 institution, 13 units
Zip drive (no disk or cable)	1 institution, 1 unit
Other Tools	N=9
Scientific/graphing calculators	4 institutions, 4 to 18
Transcription kit	1 institution, 2 units
Skype kit	1 institution, 2 units
Portable microfiche reader	1 institution, 1 unit
Pocket weather meter	1 institution, 1 unit
Chess set	1 institution, 1 unit
Scanners/Printers/Copiers	N=5
Portable scanner	2 institutions, 1 to 2 units
Slide scanner	1 institution, 1 unit
Large scale poster plotter	1 institution, 1 unit
Polyvision CopyCam	1 institution, 1 unit

Selected Comments

The library is also considering the purchase of Windows based tablets. Subject specialists are also investigating the possibility of providing a 3-D printing service for students and faculty. Subject librarians will meet with other departments on campus to discuss possible partnerships that might bring a 3-D printing service to the library.

[Our institution] is a very large de-centralized institution and I have not attempted to collect information from other units on campus that make these tools available to students.

EQUIPMENT LOCATION

3. Please indicate where the tools are physically located in your library. Check all that apply. N=63

	Open User Area (e.g., reference, information commons)	Classroom or Lab	Group Study Room	Available for Checkout	Other Location	N
Non-interactive whiteboards	32	30	43	—	5	56
Laptops	5	8	—	37	4	45
Video recording devices (e.g., FlipVideo cameras)	5	2	2	36	6	42
Videoconferencing systems (e.g., Polycom)	3	17	14	—	14	40
Audio recording devices	4	4	2	30	5	37
Interactive whiteboards (IWBs, e.g., SMART Board)	9	20	14	—	6	36
Classroom/audience response systems (e.g., clickers)	4	18	1	9	8	35
Touchscreen tablet computers (e.g., iPads)	—	3	—	25	4	30
E-book readers (e.g., Kindle, Nook)	1	1	1	22	2	24
Handheld videoconferencing devices (e.g., Dell Streak, webcams)	1	1	2	9	7	17
Interactive learning centers (e.g., TouchTables)	9	2	1	—	6	14
Gaming systems (e.g., Wii)	4	1	—	5	3	12
Personal digital assistant	—	—	—	1	3	4
Number of Responses	43	49	50	54	25	63

If you selected "Other Location," please specify the tool and identify its location. N=22

Other technology, media, and computing labs	15
Conference rooms	7
Student unions	4
Exhibit area	1
Student dorm study rooms	1
Dean's office	1

Selected Comments

A videoconferencing system (Skype) is available for faculty use in a conference room. Other tools (gaming systems and touch tables) are available through other campus facilities.
Clickers available through Center for New Designs in Learning and Scholarship.
Digital Union/Emerging Technology Center.
iPads are for checkout but also distributed as sets for classroom use. Usually for an entire semester.
Laptop: multimedia room. Videoconferencing systems: conference/training rooms.
Laptops are available for checkout through central Instructional Support Services ISS on campus. SMARTBoards are available in some classrooms, and some union and dorm study rooms.
Media Center, general Circulation desk.
Media technology center provides over 3,000 pieces of equipment including audio and video recording devices.
Multimedia Services of the Information Technology Services provides classroom support on campus and offers clicker and video recording hardware. The TECHB@R (operating in the library but organizationally part of Information Technology Services) provides laptops, iPads, power adapters, and HDMI connectors.
Polycom available for reserveable conference rooms.
Polycom available in the dean's office area.
Provided by our Academic Computing group within Information Technology.
Smart Boards: also in Cox Hall Computing Lab, Emory Center for Interactive Teaching (ECIT). White-boards: also in Cox Hall Computer Lab. Videoconferencing: also in Cox, ECIT. Interactive tables (media:scape): also in Cox. Personal digital assistant: ECIT provides assistance.
The Polycom is available in a conference room in the Business Library.
The touchtable is in an exhibit area of our special collections library.
There are multiple computer labs across campus. Some offer webcams. The College of Mass Communications and Media Arts checks out video and audio equipment to its students. Clickers are used by some instructors, but students must purchase their own device.
Videoconferencing and videoconferencing devices: A number of university Academic Media Services classrooms on campus.
Videoconferencing system is also available in a meeting room.
Videoconferencing system is also available in the Research Library's "Big" Conference Room.
Virtual Desktop Software available from virtual servers, following authentication.
Web cams are mounted on public services staff computers. Polycoms are located in the conference rooms.

4. Does the library use any scheduling system to reserve any of these tools? N=62

Yes	46	74%
No	16	26%

5. If yes, please briefly describe the scheduling system (e.g., an online form within the library catalog, a web form, in-person requests, etc.) N=46

In-person request	20
Web form	19
Commercial or homegrown LMS	13
Web form through loan of library classroom or study room	12
Telephone	12
E-mail	10
Commercial software	5
Online calendar	3
Used only during library instruction	2

Selected Comments

Because the interactive white boards will be located in group study rooms in our commons when it opens in Fall 2012, they will essentially be scheduled via our group study reservation system which is web-based.

Classrooms are reserved through a home-grown system called LMS. Group rooms are reserved via Outlook. Other items are checked-out via Voyager.

For the gaming consoles and the games themselves, we have placed records for them in the catalogue and students check them out like a reserve item for a set period of time. The videoconference systems are booked on our staff Exchange system.

Patron requests for equipment can be made via email; those requests are scheduled using an online, departmental calendar. Scheduling requests for additional resources and learning tools can be made through the campus Event Management System (EMS). The library and the Clough Undergraduate Learning Commons host four presentation studios. The presentation studios offer a variety of multimedia resources (projectors, recording equipment) that students and faculty may use for presentations. We have also discussed the prospect of using commercially available scheduling tools/software for the library's multimedia equipment.

The equipment does not require reservation but the group study rooms (technology rooms) in which some equipment is used do require reservations. Online web form used for requests and R25 room scheduling system.

PhPSchedule-it open source software on the library website.

Rooms with equipment (e.g., SmartBoard) and the Media:scapes are reserved via a web form or in person -- these are tracked in a special reservation system. Laptops are reserved in person but recorded in the library catalog system.

We have two online registration systems in place used to book rooms, which contain some of the technology/tools listed in this survey. Both are web forms, available on the websites of the sites that maintain the rooms/technology. Rooms can also be booked in-person and via phone. In addition, equipment that is checked out is 'registered' in some way. Many of these items are 'checked out' like a book, which means we scan the barcode on the item and the user's campus ID (also library card). Check out of more advanced/expensive equipment is logged in a different way (by the lending unit) and sometimes requires faculty sign-off.

We use a library-wide Oracle Calendar to schedule and reserve equipment.

We use a scheduling and circulation system called WebCheckout developed by OnShore Development.

DECISION DRIVERS

6. Please indicate the main drivers that influenced your library's decision to make these tools available to users. Check all that apply. N=62

User request	54	87%
Recommendation from a library committee/staff	52	84%
Collaboration with another unit/department in the institution	36	58%
Included as part of an information commons	34	55%
Ancillary benefit of another library initiative	13	21%
Included as part of a grant-funded program	11	18%
Provided/donated by a commercial vendor	3	5%
Other decision driver	19	31%

Please specify the other decision driver. N=19

Best practices/trends	4
Student survey/input	3
Faculty or college collaboration	2
University/library initiative	2
Donations	2
Improved wireless coverage	2
Student Technology Fee	2
Library staff recommendation	2
Perceived university need	1
Encourage play and skills development	1
Review of student blogs	1
Outside consultants	1

Selected Comments

Part of the library's proactive support for integrating media into the curriculum.

Video games recommended by a staff member as an experiment, noting that many language learners had posted information on blogs about their usefulness.

We brainstormed progressive tools and are making them available for students. We asked students what kind of tools

they would find useful, but they didn't know what to ask for. We will work with students closely moving forward. As part of the new construction project, we worked with a technology consultant, the Sextant Group, they advised on progressive tools such as the Tidebreak software and Magic Planet.

USE POLICY

7. Are the tools your library offers or plans to offer available to all library users or is their use restricted to certain categories of users? N=61

All tools are available to all users	17	28%
Use is restricted to certain categories of users	18	30%
Some tools are available to all users; other tools are restricted	26	43%

Please briefly describe any restrictions on the use of these tools (e.g., user category, institutional affiliation, prior training, etc.) N=45

Institutional ID/current faculty, student or staff	36
Student Technology Fee or other grant specifically targeted to students	11
Faculty and graduate students with teaching assignments	9
Faculty and staff	6
Faculty	6
Library staff	6
Institutional ID and community users	4
Library classroom use	4
Specific college or unit	3
Students with faculty co-sign	2

Selected Comments

All equipment is available to anyone with a valid ID.

Devices that check out are available only to students and are paid for by student tech fees.

If tools are funded by student fees, use is limited to students.

iPads only available for students and faculty in teaching seminars we offer.

Laptops are available to all campus users, but not public patrons; video conferencing is only available to students.

Media:scapes are available to all users, but can be reserved by faculty and graduate students. Laptops are available to users with university IDs. Classrooms (with Smartboards) can only be reserved by faculty and librarians.

Most equipment for checkout (laptops, flip video cameras) and study rooms/videoconferencing are restricted to use by students only. Non-interactive wipeboards not in study rooms are available to any user of the libraries. Currently, SMART

board technology is only available for teacher education students of the College of Education.

Most tools are available to all users. Some equipment requires training beforehand, some checkout equipment requires faculty sign-off (via email), so that use of equipment for class projects take priority.

The headphones are available to anyone. All other tools are only available to university faculty, staff, and students.

The interactive white boards in the commons will be limited to institutional affiliates only—enrolled students, faculty, and staff.

Video conferencing restricted to staff scheduling and use. Clickers also only used during librarian led sessions.

Video, audio, camera, and scanning equipment limited to faculty and graduate students; although another campus unit located within the library does lend this kind of equipment to undergraduates.

8. Does your library require users to complete any training or registration process before using collaborative teaching and learning tools? N=61

Yes, training is required	15	25%
Yes, registration is required	26	43%
Neither training nor registration is required	26	43%

9. If training is required, please briefly describe the content and who provides the training. N=16

Hands-on training by library staff	9
At checkout by library staff	6
Brief training on terms of agreement	3
Brief training on basic functionality	3
Online tutorials/modules	2 current, 1 planned
Not required but by request	2
Workshops	1

Selected Comments

At the time of checkout, staff members in media services provide required training in use of audio and video devices.

Brief ten-minute training in-person training required for use of video, audio, camera, and scanning equipment. Training conducted by member of Library's Digital Collections unit.

Employees provide overview of use policies and basic equipment operation. Online videos being planned.

For conference/training room and its equipment, training on "rules of the road" and general how-to's.

For some tools, there are no requirements. For others, registration is used to keep track of equipment, and some very specialized resources (recording studios, multimedia workrooms) require workshop attendance or training before use. Library staff provide this training.

Some items are hands-on training with staff member. We have used our student tech workers in the media center to create some online training modules that users need to complete before receiving the equipment.

Studio media production lab provides online and hands-on training for complex equipment such as video cameras.

Training is required for the more complicated equipment. New Media Center staff perform the training.

Video conferencing equipment requires support/training.

We don't require training, but we will usually meet with users prior to class or meeting to help setup and provide hands-on training/demos.

10. If registration is required, please briefly describe the process. N=28

User agreement at checkout	15
Automatic registration at check out in library system or by web form at advanced booking	6
In-person registration with staff	4
Online agreement during reservation	1
Certification	1
Use of Event Management System	1

Selected Comments

Certification is required for some complex equipment.

Check out with student ID in library system (Voyager) as Reserves items.

Facilities are booked through a web form.

For certain products, such as iPads or Blackberries, staff must register with the appropriate IT or social media staff.

For laptop checkout, a laptop kit borrower agreement must be completed by the user. This agreement is kept on file.

For our laptops, users complete a User Agreement Form and the information is recorded in our Voyager system; the Kindles contain an online user registration form. None of the other tools requires registration. Use of the DMS requires registration.

Some tools and resources require the user to register through the campus EMS (Event Management) system.

Students who wish to check out laptops, MacBooks and iPads must complete and sign an agreement form every semester. They agree to certain responsibilities including how the equipment can be used and their financial obligation in the event of theft, loss, and/or late return.

TRAINING AND TECHNICAL SUPPORT

11. Who trains library staff to use and/or troubleshoot collaborative teaching and learning tools?

Check all that apply. N=58

Library staff other than IT/systems staff	47	81%
Library IT/systems staff	42	72%
Parent institution's IT/systems staff	16	28%
Commercial vendor	13	22%
Other person	7	12%

Please specify the other person. N=7

AV Library staff.

Certain products, such as iPads and videoconferencing are handled by NARA staff. Some products, such as Blackberries, are handled by IT staff.

College IT staff.

In some libraries, staff are trained by their LSPs (Local Support Partners), but many are trained by "super users" in their area.

It depends. Most troubleshooting is done and documentation developed by front-line staff. When necessary, IT staff will help resolve technical problems. We intentionally wanted equipment and systems that were readily usable and wouldn't require staff help.

New Media Center staff are Library employees. They instruct themselves and each other on how to use new equipment.

Subject librarians teach a variety of multimedia classes that are open to students and staff members.

12. Who provides technical support to library users? Check all that apply. N=61

Library staff other than IT/systems staff	47	77%
Library IT/systems staff	40	66%
Parent institution's IT/systems staff	17	28%
Commercial vendor	4	7%
Other person	4	7%

Please specify the other person. N=4

AV Library staff.

College IT staff.

For our Information Commons we also have campus IT staff assisting our users during many hours of operation.

Students (trained work study students).

13. Who performs maintenance and repair for the collaborative teaching and learning tools? Check all that apply. N=61

Library IT/systems staff	49	80%
Library staff other than IT/systems staff	30	49%
Parent institution's IT/systems staff	26	43%
Commercial vendor	17	28%
Other person	5	8%

Please specify the other person. N=5

AV Library staff, IT staff, plus maintenance agreements.

Classroom Support Services provides some support for projectors.

College IT staff.

Out source.

Varies. Sometimes campus IT staff and sometimes library staff. Often these are under maintenance/repair contracts.

FINANCIAL SUPPORT

14. How was the initial purchase of the collaborative teaching and learning tools funded? Check all that apply. N=62

General library budget	53	86%
Library's IT/systems budget	31	50%
Parent institution's IT/systems budget	21	34%
Student technology fees	20	32%
Grant funding	13	21%
Public/private partnership	6	10%
Other funding source	19	31%

Please specify the other funding source. N=19

Donations/donor funds	7
Other institutional departments	4
Endowment funds	3
Renovation/construction funds	3
Funding from library fines and fees	1

Selected Comments

Donation for iPads. Library underwent a huge 2.7 million dollar renovation so interactive whiteboards part of that budget.

Donation from campus athletics department.

Endowment for learning spaces.

In partnership with office of undergraduate education.

New construction funding and Student's Union Grant funding.

Parent institution's design office.

We have discussed using collection development funds for future purchases of e-readers & iPads.

15. Please enter any additional comments you have about the initial funding of these tools. N=2

Laptops and netbooks at one location were made available with funds from a credit union that wanted to make a donation. The library identified laptops/netbooks as a resource to fund.

Some purchases have been collaborations between the libraries and the colleges with shared funding with student technology fees.

16. How is ongoing maintenance and replacement of the collaborative teaching and learning tools funded? Check all that apply. N=60

General library budget	50	83%
Library's IT/systems budget	33	55%
Student technology fees	15	25%
Parent institution's IT/systems budget	12	20%
Grant funding	4	7%
Public/private partnership	—	—
Other funding source	11	18%

Please specify the other funding source. N=11

Donations/donor funds	2
Other institutional departments	2
Endowment funds	2
Fines and fees	2
Renovation/construction funds	1

Selected Comments

Friends of the Library.

Income generated through our Distance Learning Library Services program.

Overdue fines and replacement costs charged for overdue/lost electronic items.

Some maintenance is funded through the university's IT budget.

Some of the products, particularly the Tidebreak TeamSpot software is gaining popularity across campus. We hope the university will support a campus-wide license.

17. If the library charges a fee for the use of any of the collaborative teaching and learning tools, please briefly describe which tools have use fees, the type of fee (e.g., per item, amount of time it is used, etc.), and the fee amount. N=4

All rooms and equipment are available to all university affiliates (staff, students and faculty) for no fee. Some rooms/ equipment are available to those not affiliated with the university for a fee, according to [a set] schedule.

Late fees are charged on laptops. Fines for late return are \$20/hour to a maximum of \$200.

Some equipment is purchased through fines and replacement charges, but is not a line item funding source.

We only charge overdue fines of \$5 an hour for equipment and \$1 an hour for accessories.

PUBLICITY

18. How does the library publicize the availability of collaborative teaching and learning tools? Check all that apply. N=62

Word of mouth	59	95%
Library website	56	90%
Mentioned in library classes and tours	54	87%
Signs and flyers	42	68%
Social networking sites (e.g., Facebook, Twitter, YouTube, etc.)	40	65%
Email communications	30	48%
Library newsletters	29	47%
Campus newspaper	16	26%
Other publicity method	13	21%

Please describe the other publicity method. N=13

Digital signage, e.g., slides, screen savers	7
Librarian/liaison outreach	3
Institutional website	2

Selected Comments

Digital signage and screen-savers used on computer workstations in learning commons.

Liaison outreach to potential faculty adopters.

Slide show in the lobbies/entry areas of each of the libraries.

Student Technology Fee website and information they make available to students.

We haven't started our marketing initiatives yet, but we hope soon.

EVALUATION

19. What techniques/strategies does the library use to assess the success of offering the collaborative teaching and learning tools? Check all that apply. N=61

Informal user feedback	57	93%
Track the number of uses of each tool	55	90%
Track the number of requests for each tool	24	39%
Track the number of technical support requests for each tool	16	26%
Through formal surveys of users	26	43%
Other evaluation technique	13	21%

Please specify the other evaluation technique. N=13

Focus groups	3
Faculty surveys	2
Observation	2

Selected Comments

Counting Opinions Surveys.

Not every tool is formally assessed, e.g., whiteboards.

Recently established an Assessment Librarian position, charged with evaluating all library services, including support for

collaborative teaching and learning.

Track the number of turn aways for each tool (i.e., a student wants to check out a laptop but all laptops are checked out).

We are not evaluating yet, but we hope to track number of uses and user feedback very soon.

We do some of these things but only the annual user survey is used for evaluation purposes.

BENEFITS

20. Please list up to three benefits of providing collaborative teaching and learning tools to library users. N=58

Supports a collaborative teaching and learning environment N=37

Allows for engaging and interactive information literacy education.

Contribution to student success.

Directly supports emerging trends in higher education.

Enables our patrons to collaborate more effectively within existing collaboration spaces.

Encourages innovation in the classroom.

Enhances the teaching and research capabilities of our faculty.

Facilitates collaboration and interaction.

Fosters team work and creativity among students.

Group projects are improved in quality and students are more engaged in them.

Group study rooms and whiteboards are in very high demand as assignments are increasingly collaborative.

Improved teaching and learning environment.

Increased student and faculty use of library for meetings and teaching sessions.

It is another way the library adds to the university's teaching mission.

It provides students with options for doing collaborative work.

Partnerships with faculty.

Promotes team learning.

Provides many of the tools they need to produce multimedia projects for their classes.

Provides students with tools for informal group learning and tutoring.

Support educational needs of campus.

Support the changing needs of teaching, learning and research.

Supports a combination of media and information literacy that involves many campus collaborators.

Supports campus initiative to include use of media in classroom instruction and student assignments.

Supports course integrated media assignments.

Supports faculty and student teaching and learning.

Supports faculty with many of the tools they need for their teaching.

Supports important part of student learning.

Supports more creative approaches to teaching and learning.

Supports our faculty's teaching style.

Supports teaching and learning at the university.

Supports/promotes students' research and collaboration skills.

Technological tools of this kind are often crucial to teaching methods and to specific academic expectations.

The installation of interactive whiteboards in group study rooms greatly enhances student collaborative work.

The library is providing devices that contribute to student learning.

The opportunity to display, share, or exhibit work with others.

To facilitate group study and research.

Users are provided with tools that support their assignments and learning styles in a comfortable and safe environment.

White boards and plasma monitors in group study rooms allow collaborative study.

Good publicity and outreach N=28

Allows us to reach people who might not normally visit [the library].

Brings students and faculty into our space.

Brings users to the library.

Broadens the identity of the library on campus.

Building community with library users.

Fulfills a user need, thus providing good PR.

Good marketing for the library as a technologically relevant place.

Helping to see libraries as beyond books.

Illustrates to the campus the diversity of activities the Library is equipped to support.

Improve image of the library by providing collaborative spaces/tools.

Increase number of patrons using the library.

Increased use of the library.

Increases the sense of the Library as “place” instead of just a facility to use a computer or check out a book.

It brings students into the library.

It makes the library a learning destination.

It’s additional draw to bring people into the library.

Makes us seem up to date, cool.

Making the library highly visible to current and potential users.

Many students come to check out a device and discover to other services and collections.

More traffic into library as instructors use new classroom spaces.

Not providing access to these tools would necessitate that they go elsewhere.

Promotes library’s role in supporting community’s collaboration and technology needs.

See library as a location for collaboration.

Students (in particular) realize that the library doesn’t just house books.

Students appreciate that the library offers more than just books to our patrons.

Students come to the library to use these teaching and learning tools.

These resources bring more people into the library and one of several ways that the library demonstrates it is relevant to student success.

We are an innovation centre on campus.

Increases access to new technology N=19

Access to technology for at-risk students.

Allow members of community to experiment with some new technologies.

Encourage experimentation and innovation in use of technology.

Evens the playing field for economically disadvantaged students.

Exposure to the technology.

For a number of our students, provides access to tools they could not afford on their own.

Having these tools around means they are also available to library staff.

Increased awareness of capabilities of tools.

Introduces library users to new technologies.

Learners engage with new technologies.

Many of our students would not have personal access to collaborative teaching and learning tools we provide to them.

Provide a forum for the introduction of and experimentation with new technologies for library staff, students and faculty.

Provide patrons opportunities for exploration and practice using new technologies.

Removes cost barrier for entry to experimentation.

Students and instructors can experiment with new tools.

Students can test out new technologies like the Kindle and iPad.

The library is the only source of these tools for some students.

The opportunity to encounter and use new forms of technology for the first time.

We provide opportunities for use of these tools not available anywhere else on campus.

Provides skill development for users N=14

Access to technology for workplace skill development.

Allows staff to be abreast of the latest technology.

Closely tied to various kinds of longer run academic and professional success, within a 21st century knowledge discovery environment.

Creates opportunities for Library staff to assist students, staff and faculty in the new ways they now use, manipulate, analyze and share information.

E-readers & tablet computers raise levels of student technology skills.

Helps students academically and improves their skills for future entrance into the work force.

Library faculty and staff get familiar with these technologies as well.

Opportunity for students to use materials they will encounter in their post-educational work lives.

Prepares students for the workplace.

Provides students with valuable skill-sets that will make their resumes and grad school applications more competitive.

Provides users with practical experience in using the types of technologies and work methods utilized by employers.

Students can gain skills in technology and collaboration.

Students gain experience in technology-mediated collaboration.

We experiment in order to do what we do even better, making us campus experts.

Provides convenience and flexibility N=13

Allows for better support of distance and online learning activities.

Allows instructors to take lessons beyond the traditional classroom setting.

Allows library staff to connect with remote users.

Check-out laptops let students take a laptop to class without having to carry one to campus.

Convenient location for users to check out the tools in the library.

Extends learning beyond the classroom.

Laptops provide flexibility for meeting location—not restricted to formal computer classrooms.

Offers flexibility to instructors and students.

Provides flexibility.

Researchers have the ability to perform assignments and use a computer at any physical point in the library.

Some don't own a laptop, users like flexibility of a laptop.

Some students choose not to bring their own laptops - convenient.

They appreciate not always having to lug around their own laptops.

Enhances experience and service of users N=12

Allows users to make the best use of space.

An enhanced student instructional experience.

Brings students in to the library and provides an opportunity for them to be exposed to other services and information resources.

Contributes to enhancing educational outcomes.

Creates a more dynamic and interactive classroom environment for library instruction.

Improved learning space and higher satisfaction of services.

Improved patron services.

Providing a space with useful equipment for library users to meet and collaborate.

Providing these tools helps students have better success.

Students benefit from flow from formal classroom instruction to group spaces to individual study spaces.

The opportunity to create new kinds of assignments, productive collaborative experiences.

Users of the research commons stay in the library, on average, 3 times longer than those who use other library spaces.

Satisfies user needs N=11

Ability to support educational needs.

Allows us to 'go where the customers are' and provide the services our constituents expect.

Availability of laptops for check out makes up for the fact that there are never enough workstations available for the students.

Better meet student learning needs in 21st century.

Desire to give students stuff to play with.

Laptops continue to be extremely popular despite growing percentage of students owning their own.

Meets long-standing requests for this type of equipment by users.

Meets the needs of users.

More tools means more use.

Other units on campus have an outlet to satisfy student needs.

The tools support the way students and researchers want and need to work.

Keeps libraries relevant, up-to-date N=5

Helps the library remain a relevant and desired destination.

Helps us keep up with the technologies our patrons are using.

Increasing the relevance of the library to students' lives and to the ways they learn.

Provided opportunity for library to be involved in research done on video games and language learning.

Seeing how our patrons use these tools helps us prepare for future services.

CHALLENGES

21. Please list up to three challenges of providing collaborative teaching and learning tools to library users. N=58

Costs/ Funding N=40

Cost (4 responses)

Funding (4 responses)

Affording best tools and features for our users.

Balancing costs against budget for more traditional library materials (e.g., books).

Budgeting for continued access to the newest technology.

Buying apps.

Check-out laptops are easily damaged and expensive to repair.

Cost of maintaining devices.

Cost of maintaining equipment.

Cost of replacing equipment.

Cost of updating devices at a respectable rate.

Costs, particularly in maintenance for tools with heavy wear-and-tear.

Even free apps require having a credit card on file.

Expense.

Funding for staff support to assist with the tools.

Funding for the tools.

Funding to stay current, purchase new tools, etc.

Funding to support the purchase, staff maintenance, and ongoing replacement of technology tools.

Funds to maintain equipment / account for depreciation are not always forthcoming.

Having a reliable budget for renewing and maintaining equipment.

Having sufficient funding to purchase all the devices we would like to have.

High cost of installation and maintenance.

Initial funding.

Loss and replacement costs.

Maintaining ongoing funding for updating the collection of tools.

Money to purchase.

Ongoing costs.

Our resources (staff, money, equipment) are fairly constrained.

Recurring cost of acquiring new equipment.

Recurring funding.

Selecting hardware and software on a limited budget

Staffing the check-out counter for laptops is expensive.

These ventures tend to be expensive, and funding is extremely difficult to come by.

We debated whether the e-readers are an appropriate use of collection development money.

Keeping up with Technology (Obsolescence) N=22

Keeping up with the technology. (2 responses)

Being aware of new versions or evolutions in teaching and learning technologies.

Evaluating new ones.

How often do we need to replace our laptop fleet?

iPads are challenging to keep updated.

Keeping abreast of rapidly changing technology.

Keeping current versions.

Keeping technology up-to-date and working properly.

Keeping up with new developments.

Keeping up with rapidly changing technologies.

Keeping up-to-date.

Older equipment becomes obsolete.

Picking the right technology to invest in, since gadgets can change very quickly.

Rapid changes in technology can sometimes make effective evaluation difficult.

Rapidly changing technology.

Replacing equipment with new version on a regular basis.

Some technologies are on their way towards obsolescence by the time a service for them is launched.

Staying up-to-date is a constant challenge.

The equipment becomes outdated relatively quickly.

Things change so quickly, deciding where to invest is a challenge.

Tools become obsolescent.

Training N=19

Training. (2 responses)

... adds a level of complexity for library staff and requires more staff training.

Collaborative teaching and learning tools sometimes require a steep learning curve.

Complexity of the technology requiring staff with specialized skills.

Keeping staff up to date on tools as they change.

Learning curve for library staff to learn and master certain equipment.

Learning curve for students and staff.

Maintaining staff skills in using and repairing devices.

Needs for training of students/faculty.

Staff training / skills to support the use of those tools.

Staff training and staff capacity to support these tools and services.

Staff training in the use of these tools.

Staff training.

Training can be difficult.

Training for faculty and staff in learning these technologies.

Training Library staff on new skills and changing culture to accept rapid pace of change.

Training of staff and users.

Training staff to be able to support new types of technology.

Maintenance N=16

Maintenance. (3 responses)

Ongoing maintenance. (3 responses)

Equipment can break or malfunction.

For the laptops the biggest challenge is maintenance.

Keeping the tools up-to-date and well maintained.

Keeping tools in good repair.

Maintaining a large variety of equipment.

Maintenance and upkeep are additional challenges.

Maintenance and upkeep.

Maintenance of multiple devices and platforms.

Software and hardware maintenance.

Upkeep and maintenance of tools.

Technical support N=11

Technical support. (3 responses)

Difficulty in supporting combination of university-owned and student-owned equipment.

Getting someone qualified to repair the video cameras and still cameras.

How to provide technology support and content/reference support at point of need.

Library IT support for tools that often fall outside the profile of equipment routinely supported.

Responsibility for troubleshooting devices.

Support staffing.

Users not always sure how to use the technology.

We find ourselves providing support/training for the use of technology tools.

Public Relations N=8

Balancing promotion of use with available devices.

Communication between partners is essential and any breakdown can negatively impact services and user experiences.

Convincing Department heads it is really worth doing.

Funding them at a public university can be tricky.

Getting the word out about available equipment.

Instructors are not always supportive or interested in their students using these resources.

Publicizing what we have is a challenge.

Some faculty and staff (including library staff) do not understand why the library is involved in providing these tools to users.

Staff Workload N=8

Collaborative tools require staff to handle the troubleshooting. This can be very time consuming.

Introducing, teaching and supporting use of these products are resource intensive.

Limited staff time to learn to use equipment and help users learn to use it.

Making time to learn to use them ourselves.

Managing more expensive technologies [while] reference librarian/staff presence is being reduced.

Managing the circulation of such items and their return.

Must maintain a bigger workload with the same number of hours in a day.

Staff time involved in maintenance of various devices.

Space Needs N=6

Creating spaces for users to be able to use collaborative tools.

How to facilitate, staff the space.

Identifying infrastructure, technology and furniture to satisfy a variety of applications.

It's hard to carve out space for group rooms in the current footprint of our buildings.

Space to house the students using the devices.

They challenge users' and librarians' traditional definitions of libraries as quiet, study spaces.

Keeping up with User Demand N=4

Balancing a variety of equipment with availability of high-use equipment.

Having enough equipment especially during peak times.

Keeping up with user demand and expectations.

Often "crunch" time of semester where demand exceeds equipment.

Security N=4

Coordination between library needs and the parent institution's IT security measures.

How to best physically secure items which need to be charged.

Things get broken (sometimes stolen).

When tools are lost/stolen.

Development of Policies/Procedures N=3

Establishing device and procedural standards campus-wide.

Inordinate amount of time and effort to develop policies and procedures around new tools and services.

Very difficult to systemize and scale initiatives.

Scheduling N=3

Availability of scheduling and circulation system.

Prioritize library classes over other campus classes desiring to use the library instruction classrooms.

Students frustrated when not able to access rooms when they need them.

Copyright/Licensing

Licensing and copyright and DRM.

Privacy

Many of these tools are designed to be collaborative but not shared.

ADDITIONAL COMMENTS

22. Please submit any additional information regarding collaborative teaching and learning tools at your institution that may assist the authors in accurately analyzing the results of the survey. N=14

Selected Comments from Respondents

We don't use clickers in library classrooms because we use ABTutor polling or polleverywhere. Instructor's computers and many librarian computers have Camtasia Relay to record screens and audio. Formal and informal learning spaces have modular and mobile furniture, which we find as significant as devices.

Each Collaborative Technology Lab has instructions on how to use the equipment.

I know that reference librarians have had discussions about bringing in equipment like iPads and ebook readers. I expect that the acquisition of some of these learning tools will be considered over time.

Institutions that utilize collaborative teaching tools must be prepared to continually assess user needs; libraries must also keep pace with the evolving technology to keep from falling behind. Institutions that do not stay current with the

technology run the risk of failing to meet user demands and expectations.

Many of our collaborative learning tools are in our Interactive Media Center. Software plays just as large, if not larger, role in collaborative teaching and learning.

Strong collaboration in this area with the Dartmouth Center for the Advancement of Learning. Along with the Writing and Rhetoric Program and, to some extent, the academic computing department.

The survey seems to indicate that the library offers the service if it is in the library. However, for many information commons, IT services are provided by university/college IT services. While our TECHB@R is right next to the library's reference desk, and uses our library systems to check out equipment, they are administratively run by another group and cooperatively work with us. Some of the questions imply that the library or IT only, not both.

We anticipate an increase in the availability of these kinds of tools in the library as the library transforms its spaces to better support more collaborative approaches to teaching and learning.

We are in the very early stages of considering collaborative teaching and learning tools, too early to answer any of these questions.

We began our laptop circulation program in fall 2002 with approximately 50 laptops. In spite of rolling out many innovative programs since then, it continues to be one of our most popular and most appreciated services.

We have also introduced touch screens and red/green lights to the outside of each student workroom so students can see if the room is available, and book it on the spot using the touch screen.

We have over 2000 pieces of equipment from a \$3500 video camera to \$3 audio adapters. Some of our kits have 15 pieces that include chargers, cables, batteries, filters, etc. Over the last 10 years that we've been growing to serve the needs of our community we've developed extensive policies and procedures.

We recently replaced our circulating laptops with netbooks. Given the lower price of the netbooks, we were able to increase the number we are offering our users.

We're still fledglings in this effort. We are currently concentrating on providing these tools to library staff in order to help them become familiar and up-to-speed on their usage before making them more widely available to our library users. These responses mainly relate to the Smithsonian Natural History Library, which has specifically been designed for collaboration and training.


RESPONDING INSTITUTIONS

University at Albany, SUNY	University of Miami
University of Alberta	University of Michigan
Arizona State University	Michigan State University
Brigham Young University	University of Minnesota
University of British Columbia	Université de Montréal
University of Calgary	National Archives and Records Administration
University of California, Irvine	University of Nebraska—Lincoln
University of California, Los Angeles	University of New Mexico
University of California, San Diego	University of North Carolina at Chapel Hill
University of Chicago	North Carolina State University
University of Cincinnati	Northwestern University
University of Colorado at Boulder	Ohio University
University of Connecticut	Ohio State University
Dartmouth College	Oklahoma State University
Emory University	Pennsylvania State University
University of Florida	Purdue University
Georgetown University	University of Rochester
University of Georgia	Rutgers University
Georgia Institute of Technology	Smithsonian Institution
University of Illinois at Urbana-Champaign	Southern Illinois University Carbondale
Indiana University Bloomington	Syracuse University
Iowa State University	Temple University
Johns Hopkins University	University of Tennessee
University of Kansas	Texas Tech University
Kent State University	University of Virginia
University of Kentucky	University of Washington
Louisiana State University	Washington State University
University of Louisville	University of Western Ontario
University of Manitoba	Yale University
University of Maryland	York University
Massachusetts Institute of Technology	



REPRESENTATIVE DOCUMENTS

Equipment and Services Descriptions


EMORY
LIBRARIES

Robert W. Woodruff
Library

[Main Library](#) » [Guides](#) » [Study Space Options in Woodruff Library](#)
[Admin Sign In](#)

Study Space Options in Woodruff Library

Last Updated: Nov 30, 2011 | URL: http://guides.main.library.emory.edu/study_spaces | [Print Guide](#) | [RSS Updates](#) | [SHARE](#) [f](#) [t](#) [g+](#)

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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 \(0\)](#)

Images



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



Woodruff Library Study Room 756.

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



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

- 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



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



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



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.

[Read more...](#)



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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.

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

▶ 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.

58 · Representative Documents: Equipment and Services Descriptions


- 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.





[ACCESSIBILITY](#) • [PRIVACY](#) • [CONTACT US](#) • [STAFF ONLY](#) • [SITE SEARCH](#) • [GT HOME](#)

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

[Login to MyLSU](#)

Baton Rouge, Louisiana | Monday, June 11, 2012





LOUISIANA STATE UNIVERSITY

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Calendar of Room Reservations

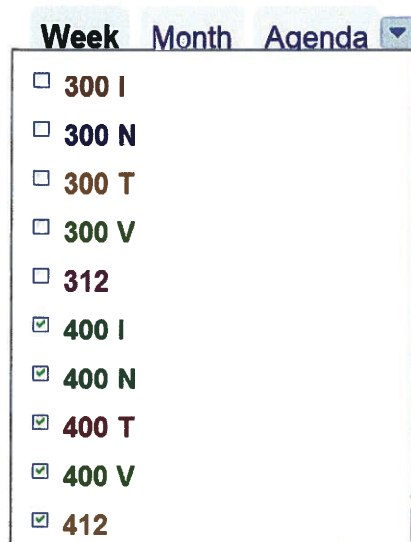
June 2012							Week	Month	Agenda
Sat	Sun	Mon	Tue	Wed	Thu	Fri			
26 12pm busy	27 1pm busy	28 11:30am busy	29 8:30am busy 10am busy 10am busy +3 more	30 9am busy	31 10am busy 11am busy	Jun 1			
2	3 12:30pm busy	4 10:30am busy 1pm busy 3:30pm busy	5 12pm busy 1pm busy 1pm busy +3 more	6 10am busy 11:30am 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.

LSU Libraries

Contact Us

Mobile Website



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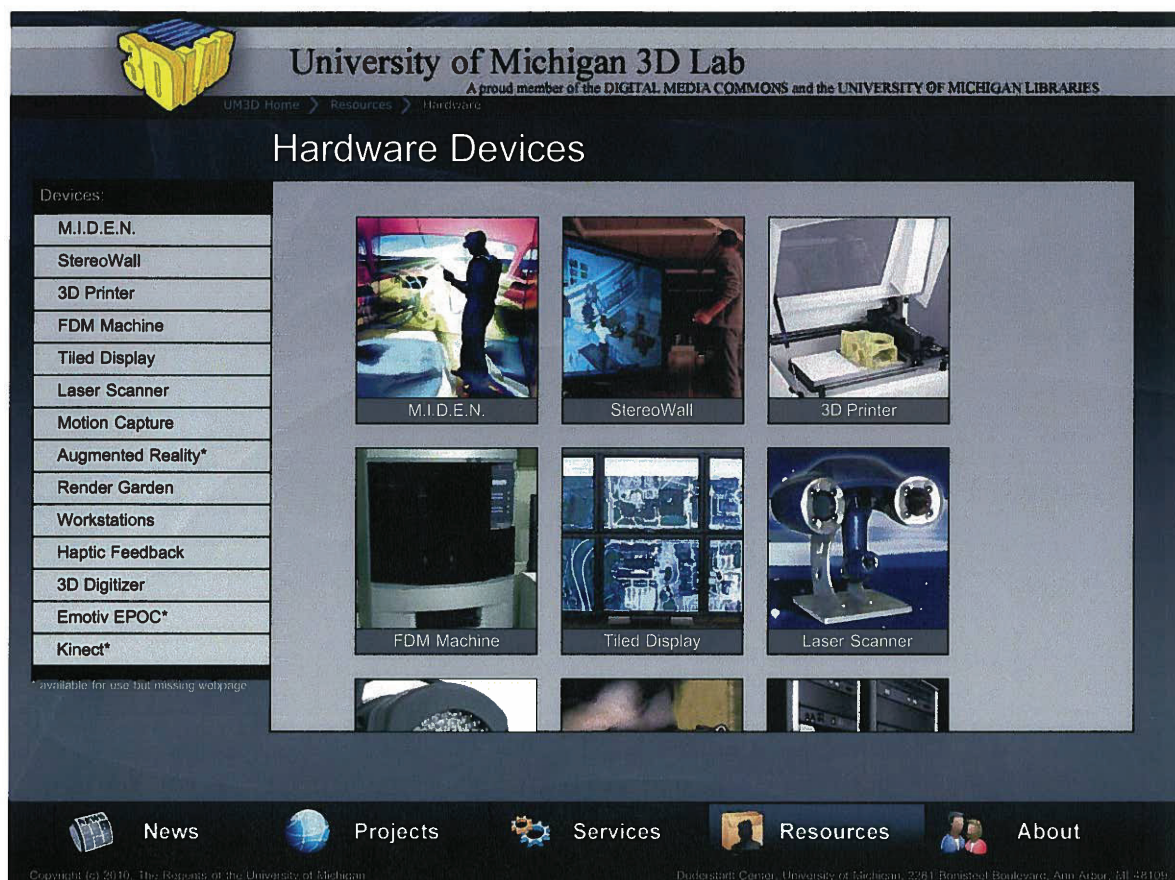


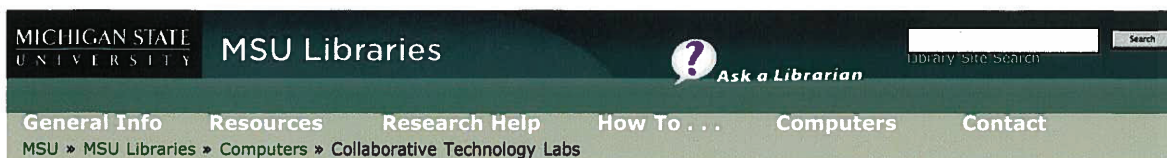
LSU Libraries

Baton Rouge, LA 70803

Tel (225) 578-5652

Fax (225) 578-9432





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.
--------------------------------------	---	--

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

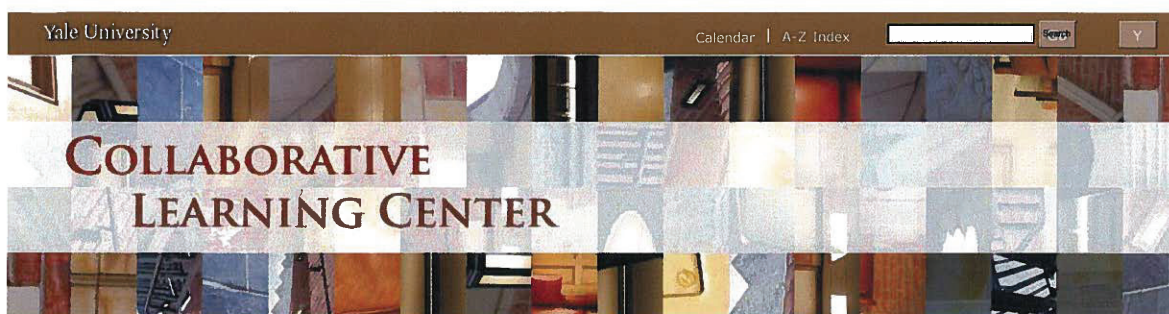
Please be aware that you, the user, are responsible for the legal use of copyrighted materials in this lab. If you need more information about copyright, please see <http://www.lib.utk.edu/plan/copyrt>

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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[Yale Summer Session Online Courses](#)

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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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York University Libraries

Steacie Science & Engineering Library
Hours

Collections

Staff

Circulation

Services

Suggestions

SciFinder

[Meabo/ chat reference](#)



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[Catalogue](#) ▾

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Steacie Science and Engineering Library > Unusual Reserves

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

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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[Home](#) :: [Support](#) :: [TECHB@R](#) :: TECHB@R Equipment Lending Terms and Conditions

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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HEALTH SCIENCES

LAW

LIBRARIES

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THEOLOGY

EMORY

EMORY LIBRARIES

Robert W. Woodruff Library

SCHOOLS

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LIBRARIES

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SERVICES

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NEWS & EVENTS

ABOUT

Borrow Materials

Laptop Loans

E-reader Loans

Reserve a Study Space

Print, Copy, Scan, Fax

Copyright and Publishing

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?

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All items

[Advanced Search](#)

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


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




[Send to v](#)

Availability and locations in Emory University Libraries

☒
 Marian K. Heilbrun Music Media
 EQUIP
(iPad 1st Gen.)
Out of library

Location	Call Number	Description	Status/Due Date	Barcode	Item Type	Request Options
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #1	03/22/12	010001141280	Equipment	Sign in to request
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #6	03/27/12	010001141346	Equipment	Sign in to request
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #7	04/05/12	010001141256	Equipment	Sign in to request
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #8	03/22/12	010001141347	Equipment	Sign in to request
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #9	04/02/12	010001141348	Equipment	Sign in to request
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #10	03/30/12	010001141349	Equipment	Sign in to request
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #2	03/23/12	010001141252	Equipment	Sign in to request
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #3	04/05/12	010001141253	Equipment	Sign in to request
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen	iPad 1 #4	03/28/12	010001141254	Equipment	Sign in to request
Marian 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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Search

GU Only GU & Consortium Worldwide

GEORGETOWN UNIVERSITY
LIBRARY

Ask Us Can't Find It?

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Find an answer...

Collections Off-Campus Access

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Multimedia & Computing
Research Strategies &
Tutorials
Manage Bibliographies &
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

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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

Twitter

15

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
- 20 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

**UNC**
UNIVERSITY LIBRARIES

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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

[HD Video Cameras \[+/-\]](#)


[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.

- a. All fines related to repair and replacement costs will be charged to the person who checked out the equipment.
- b. 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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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.

SIUC 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.

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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.](#)

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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. Your files should be located in the “Users/mrcguest” folder.

[Return to top of page](#)

[Return to Tutorial Main Page](#)



EMORY LIBRARIES

Robert W. Woodruff Library

[Main Library](#) > [Guides](#) > [Woodruff Library Classrooms Information](#)
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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](#)

[Home](#)
[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).

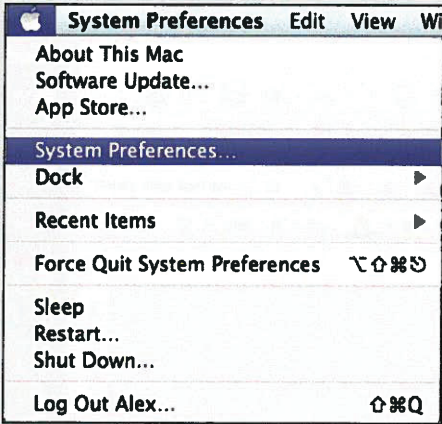
[Comments \(0\)](#)

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:

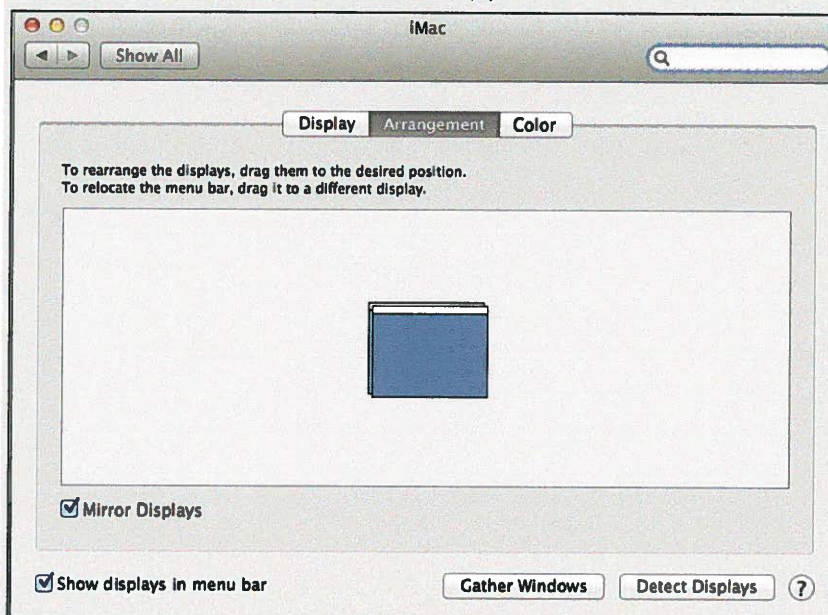
1. Click the Apple sign in the top left corner of the laptop monitor, select System Preferences



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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Kindles at Lauinger Library

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

Using a Kindle Fire
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Search:
This Guide
Search

Registering your account on a Library Kindle Fire

GETTING TO KNOW THE KINDLE FIRE



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
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Links:
[Website / Blog](#)

Subject Guide



Ed Keller

Contact Info
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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 ()


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.

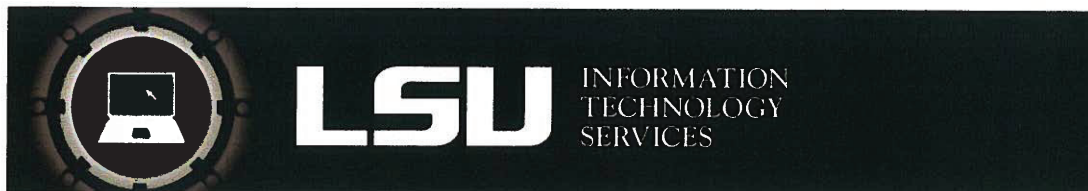
Menu : Select Menu to view additional options related to the content type.

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)



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.

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.



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.

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



Guest

Navigation +

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 Media Program

- [Staff](#)
- [Love Library](#)
- [Architecture Library](#)
- [C.Y. Thompson Library](#)
- [Media Services](#)

Equipment to Checkout

- [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:

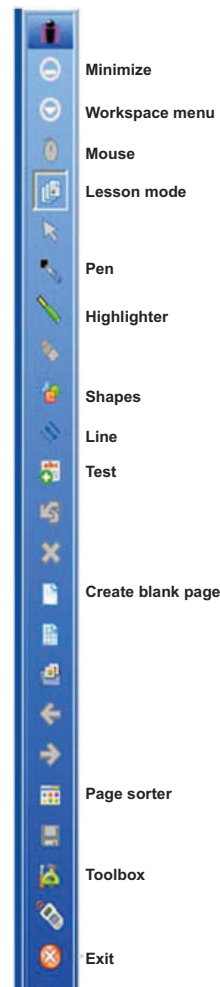
- Highlight text in a webpage.
- Write on a webpage or circle information.
- Go back and forth between webpages with ease.



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

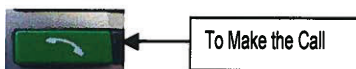
1. Press the Power Button on the surge protector to turn the system on. The surge protector is on the back of the unit.



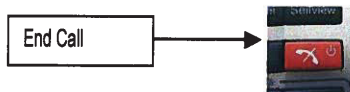
2. **WAIT 60 Seconds**. Then check the top right hand corner of the TV screen and make sure the IP address starts with 172.19. Then locate the remote control unit.



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.

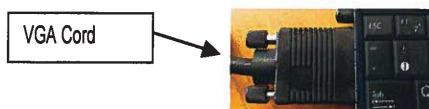


4. To end the meeting, press the red button on the remote. Press the Power Button on the surge protector to turn the Tandberg and Monitor off.



How To Show a Presentation On The VTC

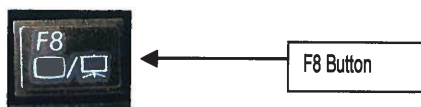
1. To show a presentation from your computer, use the VGA cord to connect the computer to the VTC.



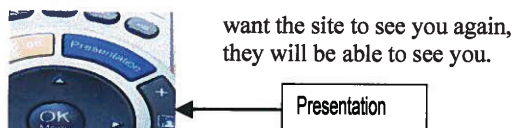
2. Once the computer is connected, press the blue presentation button on the remote.



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



Promotional Materials

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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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calendar [archives]

November 2011

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	1	2	3	4	5	6
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21	22	23	24	25	26	27
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THE UNIVERSITY OF CHICAGO LibraryNEWS

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.

This entry was posted in [Feature Story](#), [General News](#), [Humanities & Social Sciences](#), [Regenstein & Mansueto News](#), [Science](#), [Science News & Announcements](#), [Teaching & Learning](#), [Workshops & Events](#) and tagged [Library Kiosk](#) [Feature](#). Bookmark the [permalink](#).



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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

More ...

Exhibits

On the Edge: Medieval Margins and the Margins of Academic Life

Chicago Central: A History of Rails and Trains in the City

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

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Exhibits
Workshops & Events



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 (CNLS) 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

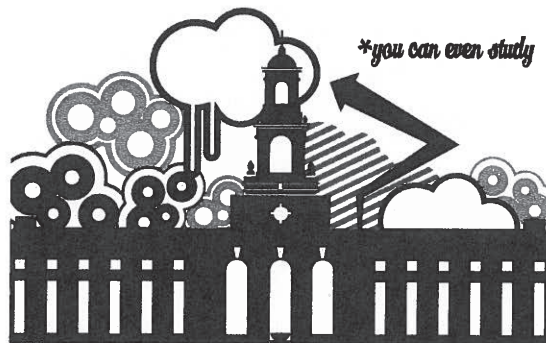
@ the Information Commons

- Practice your presentation
- Hold a group study session
- Use your laptop or the resident PC
- Capture, save and print whiteboard notes
- Available all hours the library is open

Reserve in advance at the Information Commons desk

3 reasons to visit the **LIBRARY**

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6

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Photos

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Edmon Low Library

June 27

Spring cleaning is happening at Edmon Low! Recently, the doors have gotten a facelift!

Recent Posts by Others on Edmon Low Library

See All

Steven Ericson

As the saying goes, "Sometimes you don't know what ...

2 · June 17 at 12:38am

Oklahoma State University Alumni Association

We did the math... Beginning at 9 a.m. today, the E...

105 · 37 · 12 · April 22 at 12:31pm

Oklahoma State University Alumni Association

Tuesday Trivia Answer: The Institute for Creativity ...

6 · April 10 at 5:29pm

Oklahoma State University Alumni Association

Tuesday Trivia: Hosted once a year by the Institute ...

1 · April 10 at 9:33am

Be An OSU Cowboy

The Edmon Low Library has tons of study space, bu...

April 6 at 12:39pm

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Pete's checking out an iPad between classes

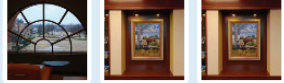
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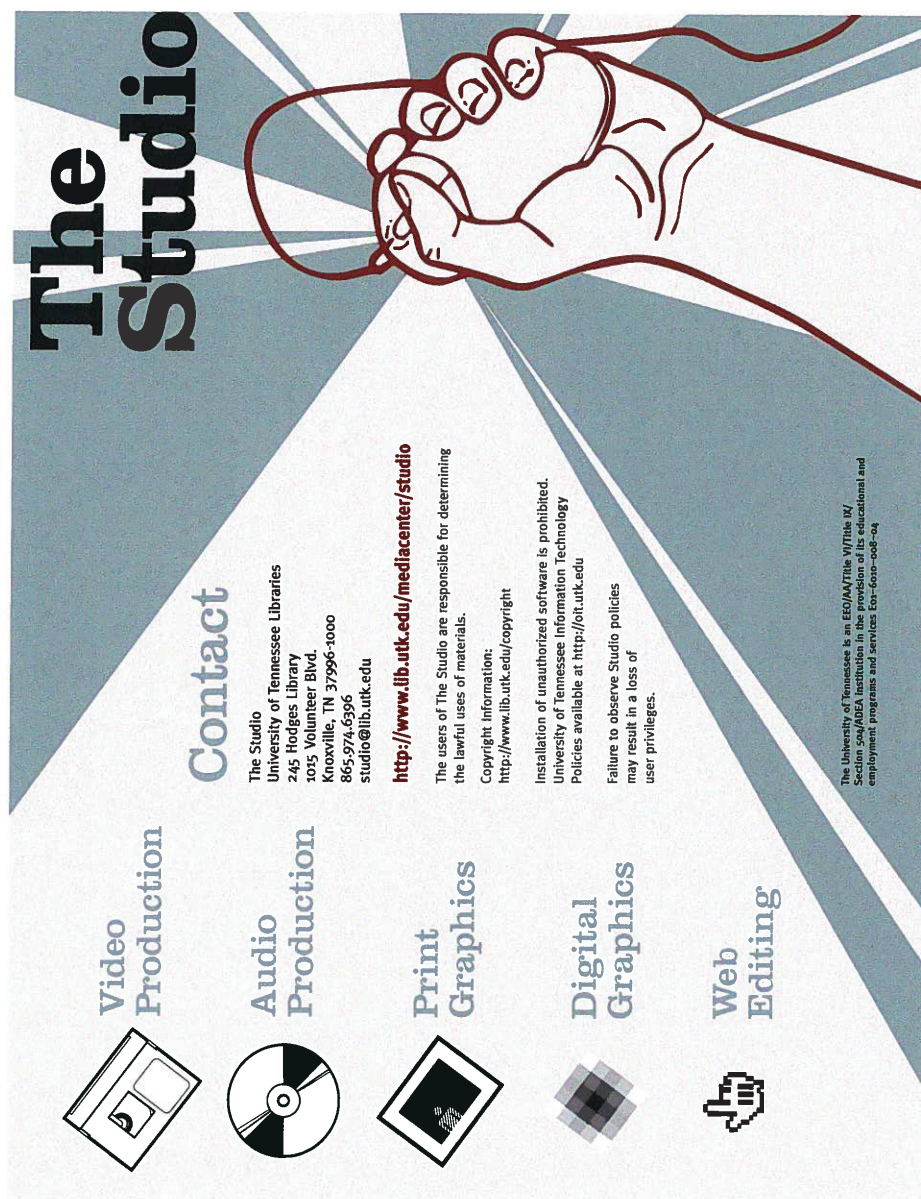
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The Studio

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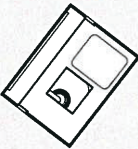
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<http://www.lib.utk.edu/mediacenter/studio>

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Installation of unauthorized software is prohibited.
University of Tennessee Information Technology
Policies available at <http://oit.utk.edu>

Failure to observe Studio policies may result in a loss of user privileges.


The University of Tennessee is an EEO/AA/Title VI/Title IX/
Section 504/ADA institution in the provision of its educational and
employment programs and services for 605-005-04




Video
Production




Audio
Production



Print
Graphics



Digital
Graphics



Web
Editing



What is The Studio?

The Studio is not just a digital media lab; it is a community. We provide media equipment, computers, software, and consultation services for the creation of media-enhanced instructional products. 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-training opportunities. As a part of the University of Tennessee Libraries, The Studio continues a rich tradition of innovation and operates in a creative environment of instructional and service excellence.

Checkout Equipment

- MindTV Video Cameras
- Digital Cameras
- Wireless Microphones
- Trippods & Microphone Stands
- Lighting Kit
- Dedicated storage space for long-term projects

To check out equipment you must complete a certification course and sign a loan agreement.

Consultation, Instruction, & Reference

The Studio is staffed by full-time consultants who have experience in multimedia production. Studio consultants are available for one-on-one consultation with UT faculty, students, and staff. In addition, consultation assistance is given on an "as-needed" basis when working in the studio. Short instructional classes on media software are also offered—see our website for details and registration.

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





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<http://stephenslighthouse.com/>

University of Chicago.

TECHB@R.

<https://itservices.uchicago.edu/techbar>

Emory University. Robert W. Woodruff Library.

Woodruff Library Classrooms Information.

<http://guides.main.library.emory.edu/classrooms>

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<http://www.steelcase.com/en/products/category/educational/case-studies/pages/stories.aspx>

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Note: All URLs accessed April 20, 2012.