
INFORMATION TECHNOLOGY SERVICES

GUIDE TO MEDIA SERVICES

2008-2009

INTRODUCTION

This brochure is intended to provide an overview of media-related services for faculty and staff. You are encouraged to consult it and keep it for reference.

WHO DOES WHAT?

Media Center: provides support for the non-computer equipment in the Instructional Technology Classrooms (TV, DVD, VCR, CD, document camera, projection, etc.); provides video production; manages satellite TV operations; produces CTV (the campus video information system); provides audio (tape & CD) and video (tape & DVD) duplication services; audio (tape to CD) and video (tape to DVD) conversion.

Help Desk: provides telephone and walk-in (WTC 101) support for computer related questions. The Help Desk is your source for immediate classroom assistance.

Center for Teaching Excellence (CTE): lends laptop computers and LCD projection equipment to college faculty and staff for use in unequipped classrooms or other venues.

Faculty Technology Services (FACTS): is staffed by members of ITS. This group works closely with the Center for Teaching Excellence and provides technical support to faculty members.

Library: houses and circulates the instructional audio and video collection; manages the purchase and rental of media titles; provides access to collections via CanDO, the online catalog.

Office of Student Records & Registration: schedules the classrooms and has overall responsibility for them.

Office of Event Management: schedules rooms and media equipment for special events (meetings, speakers, etc.).

FACILITIES FOR USING MEDIA

STANDARD CLASSROOMS

All standard classrooms are equipped with video playback equipment (TV and DVD/VCR), an overhead projector, and chalkboard. If other video or computer equipment is required, faculty should schedule their class in a room with this equipment permanently installed (see *Instructional Technology Classrooms*, below). Also, some mobile equipment is available at the following sources:

Science Building	Wehle Technology	Health Science
Tom Stabler Chemistry Dept. Ext. 2344, 2340	Marge Foster Computer Science Ext. 2430	Sharon Lotterer Psychology Dept. Ext. 2510

INSTRUCTIONAL TECHNOLOGY CLASSROOMS (ITCs)

These classrooms have permanently installed computer, video, or other presentation equipment (see insert). Instructors who wish to schedule their classes in these rooms should call the Office of Student Records & Registration (ext. 2990). For information on computers in classrooms, see the two page list summarizing the ITCs, or call the ITS Help Desk (ext. 2299), or check the ITS web page at <http://www.canisius.edu/its/faculty.asp>.

INSTRUCTIONAL TECHNOLOGY CLASSROOMS (continued)

For information on AV or presentation equipment, contact the Media Center (ext. 2590) or visit the "What's In My Classroom?" section of the Media Center web page at http://www.canisius.edu/mediacenter/instr_classrooms.asp.

MEDIA CENTER

Television studio space and editing suites are available in Lyons Hall by reservation. For information, call the Media Center (ext. 2590).

LIBRARY

A Listening/Viewing area (on the lower level) houses a variety of workstations for individual use of video cassettes and discs, audiocassettes and CDs, and phonograph records. Group viewing can be accommodated in the TV Lounge using wireless headphones available from the first floor Service Desk. Call the Service Desk (ext. 2920) for information.

OTHER FACILITIES

Student Center / Marie Maday Theater / Montante Cultural Center: The Office of Event Management schedules Media resources and services for these areas. Contact Mike Odojewski (ext. 2180) for information. These areas are generally reserved for special and public events, and are not appropriate for most typical classroom events.

Koessler Athletic Center: For special events, space in the KAC may be reserved by calling the Activities Coordinator, Gordon Anthony (ext. 2934). Media Services (i.e. microphones, projection, et cetera) must be reserved through the Office of Event Management (ext. 2180).

Other Conference and Meeting Rooms: Meeting space can be reserved in other areas of the College. Contact the Office of Event Management (ext. 2180) for media requests and a list of rooms and referral information.

MEDIA COLLECTIONS

LIBRARY

The majority of non-print media collections that are available for the support of classroom instruction are housed in the Library and can be found through the Library Catalog (see "How to Find Videos and DVDs in the Library Catalog"). These materials are shelved on the first floor open shelves. Some additional media materials are located behind the first floor Service Desk. Call the Service Desk (ext. 2920) for information. Faculty may borrow the materials directly from the Library for classroom or personal use; the normal loan period is one week. Delivery service is not available and materials must be returned to the Library. Avoid problems by planning ahead and giving adequate notification.

RESERVES

Students may use all titles in the media collection, but most materials may be checked out for ONE NIGHT ONLY to take OUT OF THE LIBRARY. Therefore, we recommend that specific titles be placed on reserve if entire classes will be required to view or listen to them. This will prevent the titles from being circulated out of the Library to other faculty or students. Simply call the Service Desk (ext. 2920) to place items on Reserve.

NEW PURCHASES

Modest funding is available for the purchase of new titles. Faculty should contact the Library Acquisitions Department (ext. 2935) for more information. At least six weeks notice should be provided.

RENTALS

Some materials may be too costly to purchase or they may be available only through rental mechanisms. Again, call the Library Acquisitions Department (ext. 2935) to arrange for rentals and provide adequate notice.

MEDIA CENTER

The Media Center houses most College-produced video and audio materials. Included in the collection are videos of guest speakers and events, and historic archival footage. Use of the materials is by appointment with the Director of the Media Center, Daniel Drew (ext. 2569).

SPECIAL SERVICES

VIDEO PRODUCTION

The Media Center provides consultation, facilities, and equipment to meet the video production needs of the campus community. Contact Daniel Drew (ext. 2569) for consultation services. Equipment, editing suites, computer graphics workstations, and television studios may be scheduled by stopping by the Media Center main office in Lyons Hall 414.

SATELLITE DOWNLINK/OFF-AIR TAPING

The Media Center can downlink C band satellite transmissions for individual or group viewing, or for recording purposes. For scheduling and technical information call Daniel Drew (ext. 2569). Off-air taping of television programs can be requested, subject to copyright compliance, by contacting the Media Center (ext. 2590).

CAMPUS VIDEO INFORMATION SYSTEM - CTV

CTV is produced by the Media Center. Students, organizations, clubs, faculty, and staff can place public information on the system. Contact the staff of the Media Center (ext. 2590) for a request form or for more information.

VIDEOTAPING

The Office of Event Management (ext. 2180) can arrange for videotaping of your major public events such as speakers, panels, or debates. Reservations must be made at least two weeks in advance. For taping of classroom events and guest lectures, please attempt to manage on your own. Camcorders can be checked out from the Media Center (ext. 2590).

WORKSHOPS

The Library and ITS jointly conduct workshops on computer, media, and World Wide Web topics. ITS also conducts workshops on software for word processing, spreadsheet, presentation applications, e-mail, and other topics. Schedules are announced each semester.

RESIDENCE HALL TELEVISION

Faculty should note that students who live in the residence halls have access to an expanded Direct TV line up. Faculty may wish to assign viewing to their students. See <http://www.canisius.edu/goliard/> for the full channel line-up.

How to Find Videos and DVDs in the Library Catalog

- All videos are cataloged in the on-line library catalog. If you are not looking for a specific video, but merely want to browse through an alphabetical list of the items in the collection, do a KEYWORD search using the term VIDEOS or the term DVDS and the MATERIAL TYPE: VIDEO/DVD.
- Using the KEYWORD search option, you can find what the Library owns by a particular actor, actress, writer, or director.
- You can contact any librarian for additional information or if you have difficulty in locating materials in the collection.

COPYRIGHT

Canisius College is committed to abiding by all copyright laws that relate to media. Consult with personnel in the Library, the Media Center, or ITS if you have any questions related to copyright.

FREQUENTLY ASKED QUESTIONS

Q. How do I know if a specific video I need is available?

A. Check the Library's on-line catalog. If we don't own the title, contact the Library Acquisitions Department (ext. 2935) to arrange for a purchase or rental.

Q. If I am in a classroom trying to use equipment, how do I get help if I am having problems?

A. For Instructional Technology Classrooms, call the Help Desk (ext. 2299). Help is available from 7:45 AM until 6:30 PM, Monday thru Friday. The Help Desk consultant will contact appropriate personnel to handle the situation.

Q. How do I find out more about multi-media or hypermedia packages that are relevant to my field?

A. Academic Computing in ITS has access to publications and journals which offer reviews of a variety of packages. Other sources of information are colleagues, literature in your field, and demonstrations at conferences.

IMPORTANT TELEPHONE NUMBERS

MEDIA CENTER

Director: Dan Drew, ext. 2569

General: ext. 2591

Voicemail: ext. 2590

ACADEMIC COMPUTING AND FACULTY TECHNOLOGY SERVICES

Director: Estelle Siener

Computer Support Specialist: Joe Rizzo, ext. 2455

Computer Support Specialist: Steve Warszawski, ext. 2593

Computer Support Specialist: Chris Filkins, ext. 2443

General: ext. 2440

HELP DESK

Director: Estelle Siener

General: ext. 2299

LIBRARY

Associate Vice President for Library and Information Services: Joel Cohen, ext. 2909

Acquisitions: ext. 2935

Service Desk: ext. 2920

OFFICE OF STUDENT RECORDS & REGISTRATION

Registrar: Blair Foster, ext. 2990

CENTER FOR TEACHING EXCELLENCE

Director: Pat Coward, ext. 2839

General: ext. 3720

OFFICE OF EVENT MANAGEMENT

Assistant Director: Mike Odojewski, ext. 2180

Events Coordinator: Mark Dzielski, ext. 2171