

I. Services Available

A wide variety of services is available in Educational Technology Services (ETS). Professional personnel are available to assist patrons with special needs and creative ideas. To ensure that patrons receive a timely response, advance notice must be given for some services. An event must be scheduled within the college calendar software (currently 25Live) in order for arrangements to be made for some services (setting up equipment in the auditorium or cafeteria, arranging equipment for off-campus use, choral concert support, and other equipment that is to be used in the CPAC).

II. Usage Regulations

A. Use of Audiovisual Equipment

A request to use audiovisual equipment in classrooms/labs should be communicated to ETS personnel in advance of the need. This will ensure availability of equipment and maintenance of the equipment. Staff is unable to deliver equipment to classrooms/labs; however, faculty may come to Educational Technology Services to check out equipment. ETS personnel will provide operating instructions for faculty and staff who are unfamiliar with the equipment.

The location where the equipment will be used and the time the equipment will be returned should be noted with the request. Equipment must be returned on the same day it is checked out unless other arrangements are approved. Equipment must be returned to ETS at the specified time. Failure to return equipment creates problems for other faculty members who have reserved the equipment.

Audiovisual equipment and materials are available for evening use through advanced reservation and notice. ETS staff checks the reservation request sheets and prepares equipment and/or materials reserved for the evening before leaving each day.

B. Multimedia Consoles and Digital Signage System

Most classrooms and labs are equipped with a multimedia console installed and supported by ETS. This console provides for projection of images from computers, document cameras, other media devices. Instructions for operating the consoles are located in each classroom as well as on the ETS web site.

ETS maintains the Digital Signage system for the College. Messages and announcements can be shown college-wide as well as sent to specific campuses or buildings at the Hardin Valley campus. All announcements must be requested at least two days in advance via the college calendar system (currently 25Live). All announcements are approved in advance by the director of Marketing & Communications.

Student Usage

Equipment for viewing is located in the ETS area, and students may use it to view videos from the audiovisual software collection and the telecourse collection.

Foreign language classes depend on audiotapes and compact disks. With permission from the producer, students may make duplicates of the audiotape collection. Students must provide their own blank tapes in order to make duplicates if they choose the audiotape option.

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