



Media Resources Annual Report FY2006

Media Resources continues to respond to requests from the campus community and changes its processes and procedures to better serve the college.

During the past year we purchased a number of pieces of new equipment. Additional digital audio recorders, more miniDV cameras, additional small portable sound systems, and smaller data projectors were purchased and added to the circulation pool.

A number of classrooms were upgraded and a tighter classroom check policy is now in place. Our student technicians now check each room on a revolving schedule assuring each classroom is covered. Computers and other media are tested for proper operation and material is physically cleared from the teaching podium. Problems are noted and entered into TrackIt for a staff member to address the next day.

The department, to offer better service and communication between the Help Desk and the Media staff, now uses cell phones. While we are addressing one problem on campus, we can be alerted to another and provide faster and more efficient service.

The Aleph Library system affected the Media Resources department along with the other departments within LITS. All media booking and equipment requests had to be entered into the new system just before classes began. This meant that much to the work had to be done twice, to preserve workflow and the ability to schedule film showings, equipment and video bookings.

Classroom computers now have the Deep Freeze program installed on the PC systems. This allow for a much more stable system that cannot be corrupted by malicious software installed by users. By performing a reboot, the system comes up in a pristine state, removing all non-standard material. Special software can still be installed and the computer then locked in a "frozen" state, allowing a great deal of flexibility for the teaching faculty.

Statistics for the Media Resources department follow:

329 Events were supported this last fiscal year. This number groups separate service requests into one major event heading. Reunion, for instance, is considered one event that will include many supported requests.

21 Video Conference sessions

25 16mm Film Showings - down from last year.

506 Trackit service orders completed. These are work orders either entered by this department or they are calls that have come in the Help Desk group.

91 Request for screening assistance. Our student technician staff handles the majority of these requests.

Some of the classroom upgrades include:

Hooker (Clapp 16) - Complete Upgrade to the auditorium.

Clapp 420 - New System - Projector/Wall Plate

Clapp 422 - New System - Projector/Wall Plate

(Clapp 420 and 422 were Math Department rooms and will now be shared and scheduled through the Registrar's Office.

Art 219 - New System - Plasma/Mac/Laptop In/Video. This system is in the computer room area of the art building and will be used for the new Digital Art course, as well as others.

Reese 324 - Full AV System installed. There had been a media cart in this room for years.

Clapp 218 - New Projector installed for provide better resolution

Library 418 - New Projector installed due to power issues

Kendade 303 - New Projector & Lens. Brighter projector installed in a space that has been difficult to provide a decent image in even with the blackout shades that were installed last year.

Kendade 305 - New Projector installed as a routine upgrade.

Ciruti 123 - New Projector & Media Link system installed to replace a ceiling mounted projector only setup.

Reese 222 - Plasma on a stick - Full System installed as a way to provide needed fully mediated classroom but due to the construction necessary it was not possible to mount a projector on the ceiling.

Clapp 225 - Plasma on a stick - Full System installed as a way to provide needed fully mediated classroom but due to the construction necessary it was not possible to mount a projector on the ceiling.

Dwight 202 - LITS Training room - Projector & Lens installed in a reworked space.

Shattuck, Clapp, Cleveland, Skinner mediated classroom - Installed 13 new PC's replacing 2003 machines which had the problem with the front USB port and thumb drives. These machines were also too slow to play media.

Ciruti 109 - Replacement projector and speakers.

Ciruti 123 - Mediated classroom upgrade, speakers and screen.

Ciruti 217 - lcd, dvd/vcr, Pc, podium installed to cover scheduling conflicts, now permanent.

Clapp 501 - (Tower Room) lcd, dvd/vcr, podium installed to cover requests for TV/VCR that had to be carried up three flights of stairs many times a semester.

Shattuck 318 & 319 - lcd, dvd/vcr, podium were installed to replace failing TV carts allowing laptop connectivity in room.

Library 418 & 419 - equipment rack re-designed after new carpet installed.

Library 618- speakers installed to address poor audio quality in room.

Cleveland L1, L2, L3 - projector lamp upgrades. These new lamps installed as routine maintenance will allow for twice the life in these hard to reach projectors. Screen stops adjusted.

Kendade 305 - screen stops adjusted

Kendall (pool area) - 4 new mic jacks installed as a fix to a system that will need major work in the future.

Kendall (two dance rooms)- new cd players installed.

Field house - new av wiring and plates installed so commencement wiring will not have to be run each year.

Rooke 104, 107 - new mediated classroom installations.

Art studio upgrade

Submitted by
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