

 THE UNIVERSITY OF IOWA

LMC



**Language Media Center Guide
Fall 2009**

LMC DIRECTORY

120 Phillips Hall

Phone: 335-2331

Fax: 335-2335

Fall and Spring Semester Hours:

Monday - Thursday	8:00 am - 7:00 pm
Friday	8:00 am - 5:30 pm
Sunday	1:00 pm - 5:00 pm

Summer Semester Hours:

Monday - Friday	9:00 am - 5:00 pm
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LMC Home Page: <http://www.uiowa.edu/~lmc/>

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LMC Administrative Staff

Becky Bohde (Video & Instructional Computing Coordinator)

Office: 116A Phillips *Phone:* 335-2334

Email: rebecca-bohde@uiowa.edu

Carolyn Goddard (AV & Collections Coordinator)

Office: 116B Phillips *Phone:* 335-2333

Email: carolyn-goddard@uiowa.edu

Gregory Johnson (Computing Support Specialist)

Office: 116 and 475 Phillips *Phone:* 335-2336

Email: gregory-p-johnson@uiowa.edu

Sue Otto (Director)

Office: 116C Phillips *Phone:* 335-2332

Email: sue-otto@uiowa.edu

Studio Student Assistants

Tania Leal Méndez (Studio Assistant)

Office: 651 Phillips *Phone:* 353-2330

Email: tania-lealmendez@uiowa.edu

Marta Tecedor Cabrero (Studio Assistant)

Office: 651 Phillips *Phone:* 353-2330

Email: marta-tecedorcabrero@uiowa.edu

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LMC FACILITIES AND SERVICES

The Language Media Center (LMC) provides students and faculty with facilities and services for a wide range of audio, video and computer-based activities to support teaching, learning and research in languages and international studies. The Center is equipped with a digital audio classroom, individual digital audio listening/recording carrels, an audio master recording booth, multipurpose small group rooms, video viewing stations for individuals, and networked multimedia computer workstations. The LMC's collection of international media resources comprises learning materials at many levels and in many disciplines. Students use LMC facilities for individual and small-group work to practice a broad range of language skills, including speaking, reading, writing, grammar, and cultural awareness.

The Center is located in 120 Phillips Hall and is open weekdays all day as well as some evening and Sunday hours during the academic year. (*See inside front cover for regular and summer hours.*) The LMC has a digital audio classroom in 17 Phillips Hall and a Multimedia Development Studio in 651 Phillips Hall. The LMC produces newsletters in the fall and spring semesters, which feature new acquisitions and equipment. Newsletters are available as a resource on the LMC Web site:

<http://www.uiowa.edu/~lmc/pages/resnews.html>

If you have any questions about the services outlined in this brochure or would like more information, please contact any of our staff. (*See inside front cover.*) This entire brochure is also available on our Web site as a resource for faculty:

<http://www.uiowa.edu/~lmc/pages/resfaculty.html>

We are happy to work with you to improve or supplement the courses you teach, and we hope you will take advantage of our facilities, services, and experience.

Media Library

The LMC Library has approximately 7,100 titles in the instructional materials collection, including audiotapes, VHS tapes, laserdiscs, DVDs, CD-ROMs, video CDs, and audio CDs. In addition, the library has print ancillaries in the form of texts or transcripts for many titles. The collection covers a wide range of subjects including language skills, music, literature, art, cultural history and civilization. The languages represented are American Sign Language, Chinese, Czech, English and English as a Second Language, French, German, Greek, Hindi, Italian, Japanese, Portuguese, Russian, Spanish, Swahili, and Zulu. The LMC's library holdings are catalogued on a computer database, which is updated often and may be searched from the LMC Web site:

<http://www.uiowa.edu/~lmc/pages/search.html>

Patrons may also browse the printed version of the catalog, which is published once a year and is available at the LMC Front Desk.

120 Phillips Hall Media Center

The main LMC facility in 120 Phillips Hall has 14 video carrels (equipped with seven VCR/monitor combo units, one VCR/DVD/monitor combo unit, and nine code-free multi-standard DVD players) and 16 digital audio carrels. There is also a computer lab, which is part of the campus-wide Instructional Technology Center (ITC) program, equipped with 37 Windows computers (Dells) and 12 Apple computers (iMacs), all on the campus network and all with CD-RW/DVD drives. There are two scanners for the Apples, three scanners for Windows, two black-and-white laser printers, and one color laser printer. In the main part of the lab we have a pull-down presentation screen and can set up a computer with a projector for demonstrations. The LMC Front Desk has equipment for special projects in the computer lab or in the small group rooms, including 30 USB Plantronics digital headsets, an 80 GB Firewire drive formatted for Macintosh, an HP CD-Burner, three HP scanners, two Web-cameras (Logitech and Creative), an Omniflash drive (reads Multimedia, Secure Digital, Compact Flash and SmartMedia cards), and a SmartCard/Compact FlashCard reader. This equipment is available for student and instructor use.

There are six small group rooms for video viewing and multimedia work, all of which have HDTV monitors, code-free multi-standard DVD players, multi-standard VCRs, and laserdisc players. All six rooms have UI Cable available. The largest of the small group rooms, 120D, has a 32" Panasonic monitor, for viewing video or the computer screen, and a Dell computer with Vista and an Ethernet connection. All five of the other rooms have 27" Sony monitors for video viewing and Dell laptops with Windows XP and wireless connections for computer work. The computers in the small group rooms do not have the same suite of software as the ITC computers, but they are capable of printing to ITC printers (instructions are posted in the rooms). All these facilities and pieces of equipment are available for walk-in use by students, faculty and staff during our open hours.

Instructors and students may reserve small group rooms in advance by contacting Carolyn Goddard. Some individuals and groups have priority in reserving rooms:

- those who need the technology for access to special software or for special projects;
- those administering or taking exams;
- those using the equipment to gather data for special research; and
- those using the video equipment to view video for class assignments.

All others have lower priority and may be asked to leave if someone needs a room for a special purpose. The computers are intended to give users access to LMC software or allow Internet use for special projects and are not a substitute for the ITC computers.

Our facility has one ADA-compliant Forward Technology computer with a scanner, a DVD-RW drive, and a CD-RW drive. This Dell computer has a variety of special

software programs to ease accessibility for impaired computer users. Some of the programs include Dragon Naturally Speaking (voice recognition and dictation), Jaws 450 (audio screen reader), Open Book, and WYNN Wizard (both for reading scanned-in text out loud). For more information on accommodating disabilities on the University of Iowa campus, consult this Web site:

<http://www.uiowa.edu/homepage/diversity/disability.html>

Additional equipment available in 120 Phillips for instructor use during Center hours includes slide and filmstrip projectors, a record player, cassette tape recorders, audio CD/cassette players, VHS camcorders with tripods, PZM microphones for recording large groups, and seven transcribing units (one for micro cassettes and the others for standard cassettes) with foot pedal control. This equipment may be reserved through the Front Desk Attendant in person or by phone (335-2331) and may be used in the Center or checked out for in-class use. We have set up a cart with a multi-standard monitor, a multi-standard VCR, a code-free DVD player, an NTSC VCR, and a laserdisc player for emergency use when the equipment for viewing video in technology rooms is not functioning properly. This cart is stored in the LMC; please contact staff in 116 PH if you need the equipment (*see inside front cover*).

The LMC has acquired a number of used computers, and we have set up a program to lend them out to graduate students in Phillips Hall departments on extended loan of two semesters or more, depending on need. We have approximately 30 Apple iMac desktop computers, 20 Dell desktop computers with Windows XP, and a number of Dell laptops. Those who borrow the machines are responsible for them; if a computer from the loaner program is lost or stolen, we will charge a \$100 fee for the loss. Contact Becky Bohde for details and availability.

Students in the FLARE program have five Dell laptops available to them to use in projects or to take to conferences. We maintain a list of current FLARE students who are eligible to borrow these computers. The laptops have Windows XP installed and have mice and carrying cases and optional external keyboards.

17 Phillips Hall Audio Classroom

The 17 Phillips Hall audio classroom is equipped with the Sanako Lab 100 digital audio system. The teacher desk has a computer with a CD/DVD drive and USB access for removable storage, a printer, an audio cassette deck, a multi-standard VCR, and a telephone. The twenty-nine student booths contain digital audio panels and headsets. The teacher desk and one student booth are ADA-compliant. The room is also equipped with a data projector on the ceiling.

Instructors unfamiliar with the Lab 100 system will complete a general training session and a subsequent practice session well in advance of the first class use. This extra

preparation will allow them to acquire the skills necessary to fully exploit the system's capabilities. On-site assistance will be offered for the first class whenever scheduling allows. Additional training or practice sessions may be requested at any time throughout the semester. The reservation schedule for the classroom is accessible through a link on our Web page (<http://www.uiowa.edu/~lmc>).

LMC Multimedia Development Studio

Located in 651 Phillips Hall, the LMC Multimedia Development Studio serves the multimedia development and training needs of language faculty and graduate students, providing access to specialized hardware and software for producing and testing media-based materials for language instruction. The facility has two Macintosh PowerMacs with Intel processors and two Dell Dimension 9200s (all systems are equipped with CD/DVD recorders), an HP Officejet 7115 scanner with a multipage sheet feeder, an Epson CX7800 scanner that will scan slides and film negatives, a Xerox Phaser 8550DP solid ink color printer, and an HP LaserJet 4050n black-and-white laser printer. Each computer has a Panasonic headset attached to it. For video editing a tower is set up with a Panasonic AG-DV 2000 master editing deck for digital video tape editing, a Sony DVMC-DA2 Digital to Analog Converter, a Samsung SV-5000W multi-standard VCR, and a LITEON LVW-5045A DVD/hard drive recording deck. Video may be viewed on another tower with a Toshiba MD13Q41 combo unit with monitor and DVD player, a Sharp XA-405 VCR, and a Daewoo 5800 code-free DVD player.

For video projects the Studio has eight digital cameras available for special instructional projects: a Canon Powershot S70 7.1 megapixel still camera and seven digital video camcorders (also for still images): a Sony DCR-TRV20 Mini-DV camcorder, a Hitachi DZ-MV380A DVD camcorder, a Panasonic VDR-M50PP DVD camcorder, three Canon HV-30 Mini-DV camcorders, and a Canon HG-20 HDD camcorder. We also have Crown PZM-185 external microphones and an MM Mini-tripod microphone to enhance audio on the camcorders. For digital audio recording, we have five digital voice recorders, one Sony and four from Olympus.

Studio users may borrow computing equipment stored in 116 PH for projects as well. Three Macintosh PowerBook laptops, a Dell Inspiron 600m laptop with Windows XP, a LaCie DVD read/write drive, a DVD-RAM drive, four portable external hard drives, and a portable Firewire hard drive are also available for checkout for special projects and presentations. To transport files the LMC has several flash drives of various sizes. We have three data projectors for computer presentations: a Sony VPL-PX1 LCD projector, an Epson 1710c projector, and a Dell 5100MP projector. We have a Dell Inspiron 9100 laptop set up with Start-Stop software for transcribing digital files. To check out cameras, portable drives, laptops, or projectors, see one of the LMC's professional staff members in 116 PH (*see inside front cover*).

The Studio computers have a variety of software installed: Web development tools

(Dreamweaver, Flash, Fireworks, Freehand), digital video software (iMovie, Final Cut Pro, Premiere, DVD Studio Pro), digital audio recording/editing software (Soundtrack Pro, Sound Forge), OmniPage Pro (multilingual optical character recognition software), Microsoft Office (Word, Excel, PowerPoint, Access), Photoshop, ImageReady, Illustrator, After Effects, PaintShop Pro, QuickTime Pro, Acrobat Professional, Roxio Media Creator/Toast, Hot Potatoes, PageMaker, MonoConc Pro, and Authorware. In addition, coaching and special workshop opportunities for interested faculty and graduate students can be arranged in the Studio.

Hours for support staff are limited and will change from semester to semester according to staff availability. Check the LMC Web site or the door to 651 PH for the current schedule of staffed hours. Faculty and graduate students engaged in special development projects may reserve time in the Studio by signing up on the schedule on the Studio door. Keys may be checked out from Sue Otto.

Instructional Technology Classrooms

All Phillips Hall classrooms are equipped with a full range of video, audio, and networked computer technology so that instructors can easily enhance classroom activities with media.

Each room has a teacher presentation station controlled by a touch-screen panel including a multi-standard VCR, a code-free DVD player, and one Windows computer with a monitor. Selected classrooms also have a Mac mini computer. The touch-screen panel also controls a data/video projector on the ceiling, allowing teachers to switch easily between video, audio and computer resources for their classroom activities. There are connections at the teacher station for plugging a laptop into the room audio and projection facilities and to the Internet. The basement and second floor classrooms are equipped with large TV monitors on the front walls, audio cassette decks, videodisc/CD players, amplifiers, and overhead transparency projectors. The third- and fourth-floor classrooms have Wolfvision document cameras for projecting non-transparent visual aids, such as books and photographs. In addition to the equipment at the teacher station, the technology classrooms (except those on the third floor) have dimmable lighting, which can be controlled at or near the teacher station. For the exact configuration of equipment in each room, please consult this Web page (a link is also provided on our Web site, <http://www.uiowa.edu/~lmc>):

<http://classrooms.uiowa.edu/>

For assistance with equipment in the classrooms, use the phone in the classroom to call the Media Hotline at 335-1976. This number is posted near the telephone in each classroom.

Rooms on the second floor and in the basement have locked cabinets for the media materials (tapes and discs) used for courses scheduled in the room. Keys for the

cabinets are available from the language department secretaries. Training sessions for classroom equipment are available on request and are recommended.

Language departments have priority in scheduling these rooms and reservations may be made through the Classroom Scheduling Office (34 MH, 335-1243). The LMC maintains a video cart, stored in the LMC, with a multi-standard monitor, a multi-standard VCR, a code-free DVD player, an NTSC VCR, and a laserdisc player, in case there are problems showing video in any of the technology classrooms.

GENERAL POLICIES AND PROCEDURES

ID Required for Materials and Equipment Check-out

The use of LMC materials and equipment outside the LMC is restricted to faculty and instructors of foreign languages and international studies for the courses they teach here at the University of Iowa. All faculty and instructors who wish to use LMC materials and equipment for their classes must apply to be added to the LMC circulation database by filling out a blue Instructor Circulation Information card. Please allow at least two working days for applications to be processed. Once their names have been added to the LMC database, faculty and instructors may check out materials and equipment by presenting their UI ID card. Front Desk student staff members are instructed to refuse checkout services to anyone who does not present his/her valid UI ID card and who is not in the LMC database.

Equipment for class or other instructional use may be checked out for the class hour or longer when appropriate. Materials not on reserve may be checked out for two weeks and renewed as needed. All materials and equipment must be returned by the end of the semester. Instructors who lose or damage equipment or materials will be charged the cost of replacement. If replacement of an original item is not possible (because it is no longer published or was a unique item), a fine of \$50 will be charged for the loss. Instructors are not authorized to loan materials or equipment to students for out-of-class use unless express permission is given by Language Media Center professional staff for emergency circumstances. We do not check out equipment or materials for personal, private, or recreational use.

Movable equipment needed for class use either within or outside the Center should be reserved at least one day in advance in order to guarantee availability. Instructors must provide authorization (either in writing or by phone) for students to pick up equipment on behalf of an instructor for class use. The LMC maintains a cart with equipment for use in the building in emergency situations when classroom technology is not working or to use in conference rooms that are not equipped with technology. The cart has a multi-standard VCR, an NTSC VCR, a DVD player, and a laserdisc player with a TV monitor and is stored in the LMC. Instructors may check out the cart from the Front Desk by leaving their UI ID card in the LMC for the period of time they need the cart; the ID card will be returned to the instructor when the cart and the equipment are returned.

Instructors who need materials and special equipment belonging to Classroom Technology Support must request it directly from that office (335-2571; classroom-technology-support@uiowa.edu). The LMC can serve as the pick-up and drop-off point in such cases. See this Web site for further information:

<http://classrooms.uiowa.edu/technologyportable.htm>

Payment for LMC Services and Supplies

The LMC accepts only University of Iowa ID charges as payment for LMC services and supplies; the LMC does not accept cash. Persons whose UI accounts are overdue will not be allowed to charge.

Training

Instructors who plan to use Center equipment must obtain prior authorization to operate each major piece of equipment. In particular, training is required for use of the digital audio lab equipment. The Center offers training sessions at regular intervals and personal instruction upon request. Written and recorded guides may be available for certain equipment. Instructors lacking such authorization will be required to find another, authorized operator.

Duplication, Copyright, and Digitizing

No copyrighted materials will be duplicated without copyright clearance. In the case of textbook-related audio series, the LMC will attempt to secure permission. For other materials it is the responsibility of the individual making duplication requests to secure copyright clearance.

The LMC provides audio duplication for faculty instructional use at no cost. The LMC does not provide video duplication or standards conversion for purposes other than classroom instruction under fair-use guidelines of copyright law. Duplication for educational fair-use of short video clips can be done on VHS cassettes or digitally on DVDs. For clips requiring complex editing, instructors can use the facilities of the Multimedia Development Studio in 651 PH. Instructors may make arrangements with LMC staff, in particular the Studio assistants, to be trained in the procedures for digitizing and burning video to DVDs. Please be aware that digitizing video for editing is a time-consuming process, and classroom projects must be planned in a timely manner. Transferring five minutes of video from tape to digital form may take up to one hour or more, depending on the type of editing involved.

Duplication or digitizing of complete works cannot begin until the publisher grants permission in writing. All orders for duplication of materials and similar requests for services should be made well in advance of the date needed to allow for publisher delays and materials preparation.

Acquisition of Instructional Materials

Each year the Language Media Center designates a portion of LMC general expense funds for acquisition of new materials. Each of the language departments is allocated a share of the funds for acquisition of audio, video, or computer packages to support instruction. Within that allotment, the requesting department pays 20% of the total cost of video, computer or audio materials, including shipping and handling costs.

The Department Chair must approve all requests by letter or email. The Chair determines priorities in spending the Department's allocation. No additional requests can be funded once the allocation has been exhausted.

Funds not spent by April 15 will revert to a general fund that is used for requests that have not been previously funded. LMC staff will review these requests and decide which of them to fund.

Requests for materials should contain a brief written proposal of justification that includes:

- a description of how the material will be used
- cost and quantity
- complete ordering information

Instructors should plan ahead when ordering media materials, allowing sufficient time for the order to be completed and shipped. In some cases we will need additional time to prepare (receive duplication permission, edit, duplicate, install, etc.) the materials for use by students and faculty.

All materials that become part of the Center library are charged to the Center's budget. Materials for research use that do not become part of the library are charged to the individual on a materials-cost basis. All duplication and digitizing of copyrighted materials for faculty and student use is performed in compliance with copyright laws.

On November 1 and April 1, the LMC begins collecting information about media resources needed for language courses for the upcoming semester. This information allows the Media Center staff to organize and prepare for course needs in a timely fashion. We will send out email reminders before the due-date. Instructors should go to this site for complete information:

<http://www.uiowa.edu/~lmc/pages/resmaterials.html>

Instructors can submit requests as email messages directed to the LMC staff member listed on the form. Paper forms will be sent on request by the LMC staff.

Reporting Equipment Problems

Instructors should report malfunctioning equipment in the Language Media Center, in the audio classroom (17 PH), or in the Studio (651 PH) to the professional staff or to one of the student staff as soon as the problem is noticed.

Instructors should report malfunctioning equipment in the instructional technology classrooms in Phillips Hall as soon as the problem is noticed by calling the Emergency Hotline (335-1976) from the phone in the room. Emergency Hotline personnel will talk the instructor through the problem whenever possible so that the class can proceed as planned. If a repair is necessary, the Hotline will notify Classroom Technology

Support, who will send a technician in as soon as possible. Please do not report classroom problems to LMC personnel, since this will cause a delay in fixing the problems.

Usage Reports

Facility and program statistics are maintained by Center personnel in order to report student usage information to instructors and to provide LMC staff with a basis for future decisions about Center policies. Figures reflect individual and group use of the Center by language.

Clean Environment / Quiet Environment

No smoking is permitted in the Center or anywhere on campus. No food or drink is permitted in the LMC beyond the foyer. Instructors are expected to see that their students refrain from eating and drinking in the classrooms. Privileges for using the Center may be revoked for persons refusing to comply with LMC policies.

Patrons are asked to use headphones when listening to videos. Students may use their own headphones or present a current UI ID to borrow headphones at the front desk. We encourage patrons with cell phones to respect their fellow students and carry on conversations in the hallway, rather than within the LMC.

University of Iowa Nondiscrimination Statement

The University of Iowa prohibits discrimination in employment and in its educational programs and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Coordinator of Title IX, Section 504, and the ADA in the Office of Affirmative Action, (319) 335-0705 (voice) and (319) 335-0697 (text), 202 Jessup Hall, The University of Iowa, Iowa City, Iowa 52242-1316, or visit this Web site:

<http://www.uiowa.edu/~eod/policies/non-discrimination-statement.html>

AUDIO SERVICES AND PROCEDURES

Services for Students

Students may work in the Center's audio carrels, individually or in groups, with or without program lesson files, and they may record their own voices as they work. The resulting mp3 files may be saved to the students' own USB drives and submitted to the instructor as homework assignments. If duplication permission has been obtained from the publisher, individual lessons of a program may also be converted and saved as mp3 files. There is no charge for these services, but students must supply their own USB drives and monitor the recording while it is in progress; no orders will be taken to have duplication done in absentia.

Records are kept for all audio services and are forwarded weekly to language instructors.

Audio Program Acquisition and Preparation

Prior to each semester, instructors should provide the LMC with an update of projected use of audio materials, whether or not the materials have been used previously. This will allow us time to digitize materials that are still in tape format.

Orders for new audio programs are handled by the Language Media Center using the LMC acquisition of instructional materials guidelines. Ordering information should be provided to Carolyn Goddard. After the materials have been received, the requesting instructor will be notified and asked for digitizing instructions as well as additional cataloguing information, if necessary. Special editing services beyond simple real-time format conversion may require the explicit assistance of the requesting instructor and must be requested with reasonable advance notice.

Audio Mastering and Duplication

The LMC has facilities to support faculty in the local production of audio programming for use in their courses. The LMC also collaborates with the Center for Media Production (<http://ui.media.uiowa.edu>) for studio recording services when the scope of production demands it. If recording is handled by the Center for Media Production, the Language Media Center pays for master materials charges for recordings as long as they are to become part of the LMC library. Scheduling of these services is dependent on the availability of audiovisual personnel, so advance planning is advised.

Recording of copyrighted text requires permission from the publisher. Audio duplication can be performed at the LMC for the following formats: cassette to cassette, open-reel to open-reel, open-reel to cassette (and vice-versa), videotape (soundtrack) to cassette, and record to open-reel or cassette. The LMC can also transfer from analog audio to digital audio in a variety of formats. Originals (masters) will not be released to instructors or students, but copies (usually digitized) will be made available whenever

possible, and digitizing for faculty instructional use is done at no cost.

Audio digitizing for faculty personal use is also done at no cost and can be accomplished either independently (after receiving instruction) in the audio classroom or with assistance from the student monitor in the main LMC facility. In both cases, no orders will be accepted to have duplication done in absentia. Also, duplication permission from the publisher must be on file and the instructor must monitor the recording while it is in progress. In the audio classroom, the instructor must supply a blank CD or USB drive for saving the file, or may send the file to a department server or email account. In the main facility, the instructor must supply a USB drive for saving the file.

Audio Classroom Reservations and Use

Instructors may reserve the 17 PH classroom for group audio activities for single sessions or on a weekly basis for the entire semester. Reservation priority is given to instructors who plan to use the audio lab system, which is not available anywhere else on campus. The reservation schedule for the classroom may be viewed through a link on the LMC Web site (<http://www.uiowa.edu/~lmc>). Reservations may be made by phone, email or in person with Carolyn Goddard. They are handled on a first-come, first-served basis. Recurring reservations will be voided if they are not used and the time slot is needed by a different class. Requests to use a permanently assigned room for a single occasion should be negotiated with the person holding the reservation, and the Center should be informed of any such changes.

COMPUTER SERVICES AND PROCEDURES

Computer-Based Activities

The LMC computer facility is part of the campus system of Instructional Technology Centers (ITCs), which is in turn a part of Information Technology Services (ITS) on the University of Iowa campus. Our facility offers access to a wide variety of computer-based activities, including computer-assisted language learning, word processing, e-mail, Internet browsing, text and graphic scanning, programming, InfoHawk (the UI Libraries' on-line catalog), ISIS (the student registration and information system), and Web page development. Students may use computer equipment for any of these activities with their HawkIDs, and faculty and staff may also use ITC computers with their own HawkIDs. Guest IDs are available for visiting scholars or conference attendees. Computer-assisted language-learning materials are currently available for American Sign Language, Chinese, Classics, French, German, Italian, Japanese, Spanish, Russian, Medical and Technical Terminology, and Zulu. Camtasia Studio, a screen-recording utility program, is available on all of the Windows computers for use in research data collection and for creation of tutorials. In our small group rooms we have one Vista desktop computer and five Windows XP laptops with access to the Internet and capable of printing to the ITC printers. There is also a variety of peripheral equipment available at the Front Desk to assist students with projects (*see page 3*). LMC student staff members are present at all times to assist patrons in using the computers and the software.

The University of Iowa HawkID regulates general student use of the computer cluster, and the individual printing accounts assigned to each student to pay for laser printing are a feature of the HawkID system. A certain amount (\$10.00 per semester in fall and spring and \$5.00 in the summer) of laser printing will be free to students each semester. Students pay for printing beyond that amount on their U-Bills.

To check out software and headphones for use in the Center, users must leave their ID cards with the Front Desk Attendant. Illegal copying of copyright-protected software is strictly forbidden, as is game-playing on Center machines, except for specified class assignments.

Faculty and staff may use the computers in the ITC with their HawkIDs as well. Printing will be charged to the individual's U-Bill.

Computer-Assisted Language Learning (CALL)

Through the system of Instructional Technology Centers (ITCs) at the University, students have campus-wide access to many of the foreign language computer-assisted language learning programs offered by the LMC. These programs are introduced to classes in the beginning courses via hands-on demonstrations presented in the 120 PH

Center early in each semester. Instructors may contact Becky Bohde to arrange times for their classes to come to the LMC for these demonstrations, whether for specific software or for Web-based activities.

Usage reports of monitored software are generated every week for course instructors.

Software Acquisition

Faculty who are interested in having their classes use specific software should first search our catalogue on-line at our Web site

<http://www.uiowa.edu/~lmc>

or consult our printed catalogue to see if we already own the software. For new acquisitions faculty may submit requests for commercial software to Becky Bohde with a description of the product, the price, and complete ordering information as well as approval from the Department Chair. The Department contributes 20% of the cost to purchase the software.

If the software should be available to a large number of students, we will work together with the faculty member and with ITS to request that a site license for a networked version be purchased. There may also be funding from computer fees available. ITS has a Web page for requesting (nominating) software for the ITCs:

<http://itc.uiowa.edu/Nomination.aspx>

The process of network installation and testing is usually time-consuming, and that must be considered well in advance when planning coursework including software.

Program Development

The LMC Multimedia Development Studio in Phillips Hall serves the multimedia development and training needs of faculty and graduate students (*see page 6*). The Studio provides access to specialized hardware and software for producing and testing media-based materials for language instruction as well as coaching and workshop opportunities for interested faculty and graduate students. The Studio Assistants are trained to help with software projects (*see the inside back cover for a list of our current assistants*).

VIDEO SERVICES AND PROCEDURES

Video Reservation for Courses

Instructors should contact Becky Bohde with requests to reserve or prepare video materials for student use in the Center. Arrangements should be made at least two weeks before the viewing assignment is made. Video materials placed on reserve by an instructor are available for student use within the LMC, and that instructor may use the materials for classroom showings of two hours or less. Reserved materials are not available for other instructors unless special arrangements are made with the instructor who asked for reserve status. The instructor who asked for reserve status must report these arrangements prior to the time needed to avoid confusion or delay during the checkout procedure.

When many students must view a video, group showings should be scheduled in a Phillips Hall general assignment classroom; these classrooms can be reserved during evening hours for this purpose through the Classroom Scheduling Office (335-1243). The instructor must arrange for a person to pick up and return the video and to show the video to the group and must inform LMC staff of this arrangement in advance. For groups of six or fewer, arrangements can be made to have the video showing in the 120D small group room; the monitor on duty will start the video for the group at the arranged time.

Video Acquisition

Faculty should submit requests (by letter or email) for acquiring commercial video for the LMC collection to Becky Bohde. Include a description of the program, a description of its intended use, the number of students in the course, the price, and complete ordering information as well as approval from the Department Chair. If many students will be required to view certain videos, departments should consider acquiring second or third copies as backups in case of damage or loss. As in the case of audio materials and computer software, the Department contributes 20% of the costs to purchase the video.

Video Viewing

Students may check out videocassettes, videodiscs, DVDs, or print materials accompanying the videos by leaving their ID cards with the Front Desk Monitor, but they may only use our materials within the Center. Students may use their own headphones or borrow a set at the front desk. Remote controllers for some equipment may also be checked out at the front desk. Students who lose or damage LMC equipment or materials will be charged the cost of replacement. Illegal copying of copyright-protected videos is strictly forbidden, as is the recreational viewing of movies on Center machines.

All of the small group rooms and a number of the carrels are equipped with VHS VCRs. The LMC has six multi-standard video monitor/player configurations in the small group rooms that will play videotapes in any of the three major color television standards (PAL, SECAM, and NTSC) used in different parts of the world. Almost all of our DVD players are code-free and will recognize and play DVDs purchased anywhere in the world. Groups of three to five students may view videos in the small group rooms. An on-line circulation system maintains records of video usage; instructors receive weekly reports of their students' work.

Instructors registered in the LMC database may check videos out for two-week periods for purposes of research or materials preparation, provided it does not interfere with previously scheduled showings or in-class use. If the materials in question are on reserve, the instructor must make special arrangements with the instructor who placed the item on reserve to use the video. The instructor who asked for reserve status must report these arrangements prior to the time needed to avoid confusion or delay during the checkout procedure.

Video Duplication

The LMC will duplicate video on VHS cassette or DVD for language faculty and student instructional use at no charge, provided that copyright allows it. The LMC does not provide video duplication or standards conversion for purposes other than classroom instruction under fair-use guidelines of copyright law. We do not duplicate personal material, but the Video Center in C105 Seashore Hall will duplicate video for a fee (335-2645).

Duplication for educational fair-use of short video clips can be done on VHS cassettes or on DVDs by request in the LMC. Instructors may make arrangements with LMC staff, in particular the Studio assistants, to be trained in the procedures for digitizing and burning video to DVDs using the Multimedia Development Studio in 651 PH. Please be aware that digitizing video is a time-consuming process, and classroom projects must be planned in a timely manner. Transferring five minutes of video from tape to digital form may take up to one hour or more, depending on the type of editing involved.

Camcorders

The LMC has two Panasonic VHS Camcorders and a Panasonic Mini-DV digital camcorder that may be used by instructors for in-class recording. The LMC can also provide recording services and will hire a student cameraperson who can, schedule permitting, record classes or skits for the instructor. Departments contribute 20% of the cost of the student's time and of the blank media stock.

There are seven digital video camcorders available for special instructional projects: a Sony DCR-TRV20 Mini-DV camcorder, a Hitachi DZ-MV380A DVD camcorder, a Panasonic VDR-M50PP DVD camcorder, three Canon HV-30 Mini-DV camcorders, and

a Canon HG-20 HDD camcorder (*see page 7*). To check out a camera, see one of the LMC's professional staff members (*see inside front cover*).

Recording from TV for classroom use

The Language Media Center has access to basic UI cable TV services, consisting of regular network channels (ABC, CBS, NBC), IPTV (PBS), UITV, KWKB (WB), KFXA (FOX), KPXR (PAX), Iowa City Public Access and two campus channels, used primarily for teleconferences. Three sources offer international programming: SCOLA broadcasts (on UITV) provide news report from many different countries, Japanese programming is available from NHK in Japan, and a satellite hook-up from Phoenix Satellite Television has Chinese programs. Instructors may request that specific programs be recorded for their instructional use from channels available with this service. Materials recorded in this manner are erased after 45 days to comply with the off-air fair-use guidelines unless copyright authorization has been obtained.