

THE VIDEO CENTER

The Video Center provides technology support services to accommodate the A/V needs of faculty, teaching assistants, and graduate students. The Video Center is managed by Susana Vázquez Weigel.

Email: susana@illinois.edu Telephone: (217) 333-2683

Hours and Accessibility

Faculty and graduate students may obtain keys to the Video Center (240) and the Computer Center (231) from Susana. **Note:** The door to room 240 and 231 will lock automatically as it is closed. First turn unlocks deadbolt and second turn unlocks door.

The lab is open to undergrad students from 8:30-12:00 and from 1:00-4:50 on weekdays during the semester.

Equipment Requests via Email

Please include the *course name and number* and the *purpose* for which the equipment will be used. Also, please include the *date, time* and *location* where the equipment will be used.

Instructional Support Services

Need to show a video during or outside of class?

VHS/DVD Playback Carts

- Email your request to susana@illinois.edu
- Carts are stored in room 434 David Kinely Hall (NW Corner of Building)
- Keys to 434 are issued by Susana in room 240 Lincoln Hall
- Contact Susana to reserve a room in Lincoln Hall for extra class sessions

LCD Projectors

- Email your request to susana@illinois.edu

Need to place a video on reserve in room 240?

Instructors may put content on reserve for students in the following courses:

- In performance courses, to complete performance evaluations (excluding 101 and 111/112)
- In 300 and 400-level courses, to perform textual analysis (with fewer than 35 students enrolled)
- In other courses, in the case of a student's absence

Procedures for placing video materials on reserve

- Place one copy on reserve for every 10 students.
- Material on reserve cannot be removed from room 240.
- Specify the reserve period (generally, between one and four weeks).
- You may place media on reserve in one of two ways:
 - 1. Place *your* video on reserve and it will be returned to you at the end of the reserve period.
 2. Place a *copy* on reserve. The department will supply the blank disc/tape. Department copies are re-used at the end of the reserve period.

Need to place media on reserve for large-enrollment courses?

Contact the Undergraduate Library Media Center Reserve Service

- *Media Reserve Request* Form: www.library.uiuc.edu/ipm/MediaReserveRequestForm.pdf
- Allow at least two business days for processing
- For additional information visit: <http://www.library.uiuc.edu/ipm/reserves.html>

Need to duplicate media?

We can copy and dub: Audiocassettes, CDs, Videocassettes, Laser Discs and DVDs

- Before submitting a request, please make sure that it is in compliance with all federal legislation and [UIUC policies](#) governing the duplication of copyrighted materials. For comprehensive copyright information, visit <http://www.cio.uiuc.edu/policies/copyright/ccs.pdf>

Please submit the following:

1. *Copy Media Request Form*
2. Original and a blank disc
 - Make sure to label both discs with your name and the title of the media
 - In specific cases, the department will supply the blank disc

Need to use department-owned DVDs and Mini DVDs?

- Department DVDs will be issued only for instructional purposes
- Contact Susana for more information or to make a request

Student Support Services

Need to view media on reserve?

The Video Center (240 Lincoln Hall) has five (5) playback stations set up for one or two people to view video on a “first come, first served” basis. Lab hours again are from 8:30-12:00 and 1:00-4:50 on weekdays.

Playback stations may be used by faculty, teaching assistants, graduate students and undergraduate students enrolled in a *performance course*. (excluding 101 and 111/112)

Playback stations are equipped with:

- 13” Monitor, VHS VCR, DVD player, 8mm deck, Multi-system and Headphones
- Instruction sheet for using the equipment

Research Support Services

Research project support services are available to faculty members, teaching assistants, and graduate students. Call, email, or come to room 240 to assure that equipment will be available during the request period.

Need to check out a camcorder to collect data in the field?

- Mini DVD camcorder units come equipped with a rechargeable battery, AC adaptor and detailed instruction manual. Extra batteries and tripods may be issued pending availability.
- *Email your request to susana@illinois.edu*
- Faculty, TAs, and graduate students must supply their own Mini DVDs for use in research.
- We recommend using Memorex™ Mini DVD +RW discs. They will play in all standard DVD players and can be purchased for \$4.95/apiece from the Illini Union Bookstore.
- Need help troubleshooting? Visit www.communication.illinois.edu/videocenter/help/camcorders

Need to use a laptop?

- *Email your request to susana@illinois.edu*
- Need help troubleshooting? Visit www.communication.illinois.edu/videocenter/help/laptops

Need to code video recorded data?

See *Playback Stations*, located under the heading *Student Support Services*