

Audio/Visual Services

The University Library offers a number of audio/visual services to students, staff, faculty, and other library patrons. The Audio/Visual Viewing Room (Room 115) is located in Information Commons South, and offers five VCRs, a DVD player, an LP (record) player, and five CD/Cassette players.

These are all self-serve machines, and unless noted below, are free of cost. There are also a number of other services available in the office inside the A/V Room.

Services Offered/Costs

VCRs and DVD players—These are available for use in viewing course-related and library-owned videos and DVDs. Many course-related videos and DVDs are put on reserve by faculty/instructors for a restricted loan period (typically three hours). This ensures that all students enrolled in a course have an opportunity to view the material. The A/V Viewing Room's VCRs and DVDs are often used for this purpose. They can also be used in order to view any other library-owned video or DVD.

CD/Cassette players—The CD/Cassette players are available for use in listening to course-related audio materials (foreign language tapes, music CDs, etc.), and also for MUS 320 students to record class materials from CD onto cassette tapes.

LP player—Halle Library owns a number of LPs (records), which can be checked out and listened to in the A/V Room. The LP player also has a connected cassette recorder that allows students to record from LP to cassette tape.

Transparencies—Black and white transparencies can be made in the office at the back of the A/V Room, by Brad Thompson, AV Technician. Single transparencies cost \$1.50. Color transparencies can be made at the Multimedia Desk (first level).

Laminating—Laminating can also be made by Brad Thompson in the A/V Room. The cost of laminating depends on the size of the material that is being laminated. For materials that are 12" wide, the cost is \$1.50 per running foot. For materials that are 24" wide, the cost is \$2.00 per running foot.

Foreign language tapes—Brad Thompson is in charge of making duplicate copies of the foreign language tapes, but they are available for purchase through Client Services.

Copy charges

Cassette tapes = \$1.25
VHS tapes = \$2.50

CD's = \$5.00
Satellite downlink recording = \$7.50

Material costs

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| Blank cassette tapes | 30 min = \$1.00 |
| 46 min = \$1.25 | 60 min = \$1.50 |
| 90 min = \$1.75 | 120 min = \$2.00 |
| Blank CD-R | 700 MB = \$1.00 |
| Blank VHS tapes | \$2.00 |

Help

If you need assistance finding the A/V Viewing Room, ask a librarian at the Information/Reference Desk. Questions not answered on this sheet can be directed to a librarian at the Information/Reference Desk (734.487-0020, x2100), or to Brad Thompson, A/V Technician (734.487.0020, x2154).