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, A/V 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**

- **Blank cassette tapes**
  - 30 min = $1.00
  - 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).