

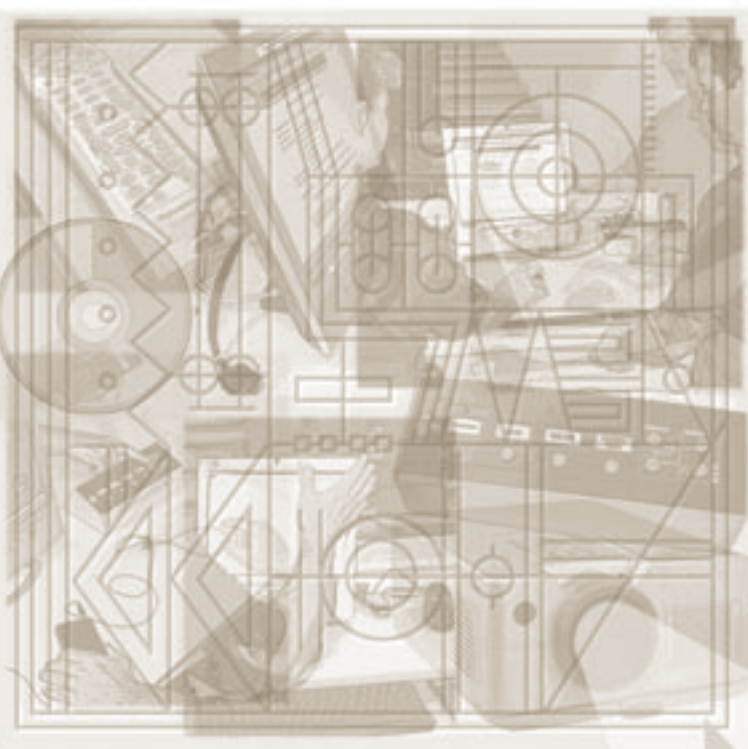
## **MEDIA RESOURCES & CLASSROOM TECHNOLOGY**

**MEDIA CENTER**

**MEDIA COLLECTIONS**

**TECHNOLOGY CLASSROOMS**

**EQUIPMENT LOANS**



### *Information for Faculty and Staff*

Media Resources provides instructional technology support for the classroom teaching and learning activities of JMU faculty, students and staff. Visit the Media Resources website at:  
<http://www.lib.jmu.edu/media>

### **FREQUENTLY ASKED QUESTIONS**

- Q:** *How can I get a classroom that is equipped with technology?*
- A:** Contact your department head to request a technology classroom. The person responsible for scheduling classes will assist you.
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- Q:** *What do I do if I have a problem in a tech classroom?*
- A:** If you have a problem that requires immediate attention on either campus, call 568-6799. For non emergencies:  
East Campus — [help@cisat.jmu.edu](mailto:help@cisat.jmu.edu)  
West Campus — [tchelp@jmu.edu](mailto:tchelp@jmu.edu)
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**Q:** *How do I get a key to the TCs?*

**A:** West Campus keys are issued by Equipment Loans. Go to <http://www/lib.jmu.edu/media/tc> or call 568-6803.

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**Q:** *Is training available?*

**A:** Our technicians provide training for tech classroom systems and for individual types of media equipment available on loan. Formal tech classroom training usually occurs at the start of each semester but individual training is available throughout the year upon request. Call 568-6799 to request training.

### **WHERE DO I GO FOR ASSISTANCE ?**

#### **MEDIA CENTER**

<http://www.lib.jmu.edu/media>

Media Resources Director  
Jeff Clark, [clarkjc@jmu.edu](mailto:clarkjc@jmu.edu)  
568-6770

Media Collection Manager  
Judy Hinegardner, [hinegaja@jmu.edu](mailto:hinegaja@jmu.edu)  
568-6610

Software Licensing & Distribution  
Kevin Pitchford, [pitchfkb@jmu.edu](mailto:pitchfkb@jmu.edu)  
568-6929

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#### **TECHNOLOGY CLASSROOMS**

<http://www.lib.jmu.edu/media/tc.html>

EAST CAMPUS SUPPORT  
Jim West and Vince Drumheller  
Contact [help@cisat.jmu.edu](mailto:help@cisat.jmu.edu)  
or call 568-6799

WEST CAMPUS SUPPORT  
Olen Burkholder, Olen Siron, Jackie Woolf  
Contact [tchelp@jmu.edu](mailto:tchelp@jmu.edu)  
or call 568-6799

CLASSROOM TRAINING  
[tchelp@jmu.edu](mailto:tchelp@jmu.edu), 568-6799

EQUIPMENT LOANS  
Cindy Minter, Supervisor  
Contact [minterck@jmu.edu](mailto:minterck@jmu.edu)  
or call 568-6803

## MEDIA RESOURCES

### MEDIA CENTER

The Media Center (Carrier Library Rm. 18) houses our collection of commercial media and is equipped for individual and group viewing.

### MEDIA COLLECTIONS

The media collection includes video, DVD, CD, software and other commercially available media for teaching and learning.

West Campus users contact: Judy Hinegardner, collection service manager at 568-6610.

East Campus users contact: Kate Worley or Steve Miller at 568-2731.

For more information about searching the collection, go to: [http://www.lib.jmu.edu/media/search\\_tipsWeb.htm](http://www.lib.jmu.edu/media/search_tipsWeb.htm)

For details about loan policies, go to: [http://www.lib.jmu.edu/media/loan\\_policy.htm](http://www.lib.jmu.edu/media/loan_policy.htm)

### MEDIA CENTER CLASSROOM

The center has a tech classroom (30-seat capacity) available for occasional class use or for student practice of presentation skills. To schedule the classroom, contact Judy Hinegardner at 568-6610.

### SOFTWARE LICENSING AND DISTRIBUTION

Media Resources coordinates campus-wide licensing and distribution of statistical and other applications such as SAS, SPSS and MS Office. For questions regarding software licenses and installation, contact Kevin Pitchford at [pitchfkb@jmu.edu](mailto:pitchfkb@jmu.edu) or 568-6929.

## CLASSROOM TECHNOLOGY

Media Resources has a key role in both creating and supporting classroom technology. We offer a broad range of services including

- Quick professional assistance
- Tech classroom training
- Tech classroom & media equipment repair
- Consultation on equipment purchases and classroom development
- Design, purchase, installation and maintenance of tech classrooms

### TECHNOLOGY CLASSROOMS

Tech Classrooms (TCs) are teaching facilities in which advanced computing and multimedia hardware and software have been installed for faculty and other users who need these resources for teaching purposes.

General classrooms usually include overhead projectors and video systems. Additional media equipment is available upon request.

## EQUIPMENT LOANS

Media Resources offers equipment loans for academic use and other university purposes through our Spotswood hall office. With some restrictions, faculty, staff and students may borrow media equipment not available in classrooms and other facilities. Equipment can be ordered by phone, online form, or in person. Types of equipment include:

- Data/video projectors
- VCRs
- laptop PCs
- DVD Players
- Digital Camcorders
- Audio Equipment
- VHS Camcorders
- Portable PA Systems
- TVs

To request equipment: call 568-6803, or fill out our online form at <http://www.lib.jmu.edu/media/loan.html>

*Our goal is to have the most popular teaching technology available in every classroom on campus.*

