



UNIVERSITY
MEDIA
SERVICES



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UNIVERSITY MEDIA SERVICES

Florida International Media Services occupies the west wing of the fourth floor of the Primera Casa Building(410-419). A department of University Services and Continuing Education, Media Services will provide a wide range of instructional services to students, faculty and staff.

In designing the Media Center, every effort was made to provide space and facilities for independent study, small and large group instruction, simulation exercises and video tape recording.

A professional staff of media specialists will assist faculty and students in the selection of films, filmstrips, slides and other resources. Catalogs listing titles and descriptions of instructional materials on all levels may be checked out from the Media Center.

The Media Center exists in 5 parts:

COMMUNICATION LABORATORY

This is the area many would think of as the Language Laboratory. Encompassing more than the traditional Language Laboratory, this area is equipped with 42 wired study carrels, 36 audio-comparator cassette tape recorders and headphones, six rear screen projection units with 8mm projectors. This area can be scheduled for courses using audio cassette recordings, or 8mm silent loop films.

EQUIPMENT DISTRIBUTION CENTER:

The second part of the center aids faculty in their instructional programs by providing equipment, technicians, films and other resources. Faculty or staff will contact this center to schedule equipment for delivery to a classroom. A student assistant will deliver the equipment and materials, and if requested by faculty, will remain in the classroom to supervise the operation of the equipment.

PRODUCTION CENTER

The third part of the Center will house the production facilities. One illustrator, working on a time available basis, will provide the following production services:

- Art work for transparencies
- Dry mount-laminate
- Color lift
- Camera ready material
- Preparation of signs and posters
- Preparation of material for opaque projection.

PRODUCTION CENTER - Cont'd

A full time photographer is available for slide duplication, copy stand work, and other photographic assignments.

NOTE: Allow at least two weeks for material requiring special illustration.

FILM LIBRARY - FILM VIEWING AREA

The Film Library has a collection of over 75 16mm Black and White and Color films. This facility provides each College and School with rental and preview service as well as purchase of 16mm films from outside sources.

Located in the Film Library are eighteen stations for independent study or preview of films and video tape by students, faculty or staff. The Film Library also provides catalogs and other Media reference sources for research or instructional planning.

Requests for film rentals or purchase should be coordinated through the respective academic Media Advisory representative. Allow at least four weeks for delivery of a purchased film, and two weeks for a rental film.

Please call extension 2813-14 to schedule a film for classroom.

INDEPENDENT STUDY AREA

Approximately 35 stations, wired for audio-visual programs, are located in the center area of the Media Center. Filmstrips, slides, audio tapes, programmed instructional materials, and phonodiscs may be placed on reserve for students to review or preview material covered in class.

OTHER SERVICES

Television Production: In cooperation with the division of Learning Resources, Florida Atlantic University, television producer-directors are assigned to work with Florida International faculty in developing effective television instructional objectives established by the instructor. David Wilson will coordinate all instructional T.V. productions emanating from F.A.U.

Local T.V. Productions: University Media Services has been successful in acquiring certain educational materials produced by Miami T.V. stations. Please contact the Media Center if you desire additional information on the procedure for requesting programs produced by public television.

Audio Tape Duplication: Multiple copies of audio tapes for classroom use or study carrel assignment may be arranged through the Media Center. Reel to reel tapes can be transferred to cassette, as well as disc to cassette.

Consultative Services: Please contact any member of the Media Center staff to arrange a conference at your convenience.

Classroom demonstration of effective utilization of A-V materials and equipment can be arranged by calling the University Media Center.

Procedure for requesting service from University Media Services:

University Media Services must make it easy and convenient for faculty and staff to request, utilize and return A-V equipment and supplies. To accomplish this mission, UMS will encourage faculty to request equipment and materials 24 hours in advance. This advanced notice will permit the Center to properly schedule the equipment for delivery, check the equipment for general maintenance, and lastly, have the equipment in the classroom before the instructor arrives. Although faculty will be encouraged to request equipment and materials 24 hours in advance, NO request for equipment and materials will be denied on a short notice, providing the equipment and materials are available in the Center.

HOURS:

To achieve maximum utilization of both space and equipment, the Media Center will maintain the following hours:

Film Library, Preview Room and Communications Lab

8:00 A.M. - 11:00 P.M. Monday - Friday
8:00 A.M. - 5:00 P.M. Saturday

Equipment Distribution Room

8:00 A.M. - 11:00 P.M. Monday - Friday

Independent Study Area

8:00 A.M. - 11:00 P.M. Monday - Friday
2:30 A.M. - 5:00 P.M. Saturday