

Services

In addition to its own collection of videotapes, Oesterle Library obtains videotapes and films from institutions around the country for use by faculty and staff. These are rented to the library for a period of only one to four working days. The filling of requests for these materials depends on availability; contact the Interlibrary Loan Assistant (637-5705) or by e-mail, access.services@noctrl.edu, for information. If receipt of e-mail request has not been acknowledged within five days, requestor should call 637-5705. To maximize the likelihood that the video or film requested will be available and will arrive by the necessary date, requests should be submitted **at least three weeks** in advance. Rental fees will be charged to the requester's department or unit. (The library assumes that prior approval of film fees has been obtained from the department chair or unit supervisor).

Downlinking Satellite Programs: North Central College has one steer-able satellite dish for receiving satellite transmissions. This satellite dish provides continuous programming in several languages for Modern and Classical Language students. When it is not being used for Modern and Classical Language transmissions, North Central College faculty and staff may request that other programs be downlinked and broadcast live or recorded for instructional purposes.

Requests should be directed to the Instructional Media Coordinator, by e-mail or phone (637-5723). Since the satellite system is integral to the Modern and Classical Languages program at North Central College, priority will be given to this program.

Requester must:

- Submit request at least five days before the date of the program
- Obtain copyright clearance (including copyright clearance for an archival copy)
- Register North Central College as a site and obtain coordinates for program
- Pay for any registration fees, copyright fees, videotapes (including archival copy), decoding or special equipment, and any other charges

Instructional Media Coordinator shall:

- Schedule rooms for recording and broadcasting
- Schedule Information Technology Services for fiber optic transmission of live broadcasts
- Record or broadcast program, including making the necessary pre-program checks
- Maintain an archival collection in Oesterle Library of all programs recorded

Duplication Policy: Instructional Media offers duplication services to North Central College faculty, staff and students. Only items supporting college related instruction will be duplicated. The following types of duplication can be performed:

VHS videotape to VHS videotape, DVD or VCR

¾ inch U-matic videotape to VHS Videotape, DVD or VCR

Mini DV (digital videotape) to VHS videotape, DVD, VCD, or converted for web streaming or CD-ROM storage

CD-ROM to CD-ROM

3.5" floppy diskette to CD-ROM

Music CD to Music CD

35mm slides to JPEG or TIFF

Copyrighted materials cannot be duplicated or converted to any other format without written permission from the copyright owner. Obtaining permission is the responsibility of the person submitting the request for conversion. Work will not begin until written permission is furnished.

The requester will supply all blank media (videotapes, CD-R, CD-RW, DVD-R, DVD-RW) needed to complete the project. Costs of blank media provided by Instructional Media will be charged to the requester or the requester's department.

Digital Video: Video clips needed for instruction can be digitized for use on the Web and intranet or burned onto DVD or CD ROM. These video clips can be created using the digital video camera, or can be digitized from standard analog videotapes. The video conversion, compression and burning can be performed by the Instructional Media Coordinator, or performed by the requester in the "Interim" Faculty/Staff Instructional Media Lab. **No copyrighted material may be converted without written permission from the copyright holder.** Contact Information Technology Services (ITS) for questions concerning file type, size or any other network question.

Please allow two days to digitize and convert a college related video clip for web, intranet, DVD, or CD ROM use. The faculty or staff member's department will be charged the cost of the blank media. For more information, call the Instructional Media Coordinator (637-5723).

Dubbing Tapes: Limited duplication of audio and videotapes for instructional use only is available. Complete the "Instructional Media Production Request" form, available at the Circulation Desk, and submit it to the Instructional Media Coordinator. During academic terms, the library requires two days notice for duplicating one tape, and another day for every additional tape. The library assumes that the faculty member placing the request has obtained the necessary copyright permission. **No videos will be duplicated or converted to other formats, without written permission from the copyright holder.** The faculty member's department will be charged the cost of the tapes. For more information, call the Instructional Media Coordinator (637-5723).

Converting Videotapes to Digital Formats: Instructional media has the capability to convert analog videotapes to digital formats including AVI and MPEG burned to CD ROM, and full screen DVD. Digital videotape may also be converted to these formats. Since each project varies in size and complexity, the Instructional Media Coordinator will estimate the time needed for completion of the project on an individual basis.

Materials converted to digital formats must be for college use only. Home movies, music CDs, etc. will not be converted unless the materials are needed for college instructional purposes.

Copyrighted materials cannot be duplicated or converted to any other format without written permission from the copyright owner. Obtaining permission is the responsibility of the person submitting the request for conversion. Work will not begin until written permission is furnished.

The requester will supply all blank media (CD-R, CD-RW, DVD-R, DVD-RW) needed to complete the project. Costs of blank media provided by Instructional Media will be charged to the requester or the requester's department.

Materials converted for use on the web cannot be uploaded by Instructional Media. Information Technology Services uses specific servers for video, therefore, they must be contacted by the requester prior to placing a video on the web.

Making Slides: A copy stand and 35mm camera for the production of slides are available in the library. Reservations must be made in advance for use of the camera. The copy stand is located in Giere Audiovisual Center. Please call the Instructional Media Coordinator (637-5723) for more information or to make a reservation.