

May 15, 2006

TO: Faculty and Staff
FM: Academic Imaging and Media Center (A.I.M.C.)

RE: SUMMER USE OF AUDIO VISUAL EQUIPMENT

Due to a shortage of available College Work Study employees, the A.I.M.C. is unable to deliver equipment to classrooms this summer. We have taken steps to enable you to make use of audio visual equipment, but this requires some cooperation.

SUMMER HOURS:

The Academic Imaging and Media Center observes the St. Mary's University summer hours: 8:00 a.m. – 4:00 p.m.

1. **Lightweight equipment:** If you are using lightweight equipment such as a data projector, overhead projector, audio cassette player, or slide projector equipment, call the A.I.M.C. at ext. 3503 to reserve the equipment. You will have to pick up equipment before class and then return it to the A.I.M.C. when your class is over.
2. **Video equipment:** Unfortunately video systems (monitor, VCR/DVD, and cart) are not as easily transportable as other equipment. You can bring your class to one of two places on campus to use video equipment. Contacting the AIMC at ext. 3503 can reserve each of these rooms.
 - a) **The Media Viewing Room (MVR):** This is the primary site. You may reserve the room and bring your class to the first floor of the Blume Library. The room seats 52, auditorium style.

Blume Library Summer Hours:

Monday – Thursday 8:00 a.m. – 9:00 p.m.

Friday 8:00 a.m. – 4:00 p.m.

- b) **St. Louis Hall:** Room A-16, contains a video system (monitor, VCR/DVD) on a cart for your use if the MVR has already been reserved. Due to the bridge repair between St. Louis Hall and Reinbolt Hall, which prevents the transportation of equipment to the second and third floors, we expect there to be greater demand for St. Louis A-16. You may move this equipment to any classroom in either St. Louis Hall or to the basement floor of Reinbolt Hall. All equipment must be returned to St. Louis Hall, Room A-16. We ask that you schedule the use of this equipment as early as possible. If you are teaching in Reinbolt Hall on the 2nd and 3rd floors and are planning on using equipment on a daily basis, please contact the Interim Registrar.

For equipment usage after 4 pm, please make arrangements with the A.I.M.C. ext. 3503.

Thanks,

AIMC Staff