

The Collections

The Media Services Department of the Dana Library maintains a collection of multimedia resources:

- Over 80 CD-ROMs
- Various multimedia applications
- Over 2300 videotapes
- Over 400 DVDs
- Over 4,000 phonodiscs (permanent reserve)
- Over 1,500 audio cassettes
- A number of audio CDs and AV Kits
- A media reserve collection

CD-ROMs include the Thesaurus Linguae Graecae, Perseus and titles from the voyager series. The videotape collection includes documentaries, selected feature films and a Shakespeare collection. Other areas covered include Latin American Studies, African American Studies, Media Literacy, History, Public Health, Women's Studies, Psychology, Anthropology, Mythology, Religion, Biographies, Sciences, Nursing and more. Titles on videodisc include American Art from the National Gallery of Art and Eyes on the Prize.

Access Policies

All Rutgers University students, faculty, and staff with valid ID can borrow **audio cassettes, compact discs, and AV Kits** for seven days (limit three items) that ARE NOT ON RESERVE or BOOKED for A CLASS. Students may view Videos and DVDs in the library.

Videos and DVDs circulate to Rutgers University faculty ONLY for classroom use. Graduate Students and NJIT faculty teaching Rutgers classes may also borrow Videos and DVDs. Scheduled films / videos may be picked up and returned to Media Services or the Circulation Desk.

All Reserve items must be used in the Dana Library.

Phonodiscs and computer software are to be used only in a Rutgers University library facility

Rutgers alumni, Council for Higher Education in Newark (CHEN) participants and holders of valid County of Essex Libraries Reciprocal, Borrowing & Lending Program (ReBL) cards must use all materials in the library.

Borrowing From Other Collections

Rutgers University faculty and staff with valid ID can request media materials from other Rutgers Libraries. Classroom use has priority. Students may use media materials in-house at the holding library.

Faculty Requests can be placed using the online booking form: http://www.libraries.rutgers.edu/rul/formmedia_title_request_nb.shtml

Dana Media staff will provide assistance if necessary.

Requests for New Brunswick media materials must be submitted online and allow three business days for processing. New Brunswick materials normally arrive a day before scheduled viewing (late afternoon), unless special arrangements are made. Requests for Dana media can be placed online, by telephone or in person. A lead time of five business days is required to ship Dana media materials to other Rutgers libraries.

All media material must be returned to the Circulation or Media Services desk after use by the due date provided.

Media Reserves

http://www.libraries.rutgers.edu/rul/forms/reserve_media.shtml

Faculty may place Rutgers media materials on reserve for their classes to view in-house for specific time periods each semester.

Arrangements for media reserve materials on the New Brunswick and Piscataway campuses will be handled by the Media Center located in the Kilmer Library or by the Music Library. In Newark, contact Media Services at the Dana Library. In Camden, contact the reserve staff at the Paul Robeson Library to place media on reserve.

Facilities

Creston Media Resource Management System

The system (Creston Schoolnet) allows audiovisual equipment to be located permanently and safely in one room. From that central point, any audio or video source can be sent to any room or carrel in the media complex on a single coaxial cable. Patrons at any of these destinations can watch, listen to, and control functions for up to six AV sources. The system has several racks of equipment that includes videocassette and DVD players, a laser disc player, audio cassette players, a DAT player, a turntable, and CD players.

The specially designed audiovisual system has the capability to route audio and video to specified locations throughout the library

Media Carrels

Seven one person Media carrels each with independent remote control and Sony 13" Monitors. Headphones are provided. Rutgers students have priority for educational use.

Media Booths

Four Booths each sitting two persons are for scholarly and academic use only. Booths # 429 and #430 are designed as language labs and multimedia computing studios which include audio and video encoders. Reserve CD-Roms and other special applications are installed on these systems to assist in web page design and interactive media. Special permission from Media administration is required for use of these media booths. Students and faculty using these booths are required to sign in and leave a valid photo ID at the Media desk. **Important Note:** Media Booth # 432 is accessible for the physically disadvantaged and equipped with a "JAWS" computer station and a Kurtzweil Reading scanner

Media/Group Study Rooms

Four Rooms (each seating six) are available on a first come first serve basis. Each room has a video monitor with stereo sound with remote control. Media related use has priority.

Dana Room

The Dana Room is a versatile smart classroom space that accommodates various usage requests. For classes, it can be set up with or without tables for large screen viewing of films or presentations. For receptions or special events as an in-house theatre for musical performances, the Dana Room seats 118 (chairs only) and 55 with tables and chairs. Standing room capacity is 166. There is a grand concert piano in the Dana room that was available through the generosity of the Faculty of Arts and Sciences Dean's office. Reservations must be made by faculty or an authorized representative at least a week in advance. Space is available on a first come first serve basis and subject to administrative approval. Media related use has priority. Videotaping of events in the Dana Room must be arranged and approved in advance.

Special Collections

The Special Collections Room is located on the 4th floor of the library. Primarily used by library administration for meetings, video conferences and interviews, this nostalgic space displays a collection of rare books and several musical instrument artifacts. The room seats 10 comfortably around a historic conference table that was used to sign the resolution which officially ended the hostilities between the United States and Germany in World War I.

Seminar Room

The Seminar Room (215) is located on the 2nd floor of the library. It is designed for groups of 10-20 around a conference table offering a personalized class atmosphere with the ability to show DVD and VHS media materials on a 32" monitor.

The Gallery

The adjoining exhibition gallery that runs through most of the complex offers the opportunity to display visual and textual materials, artwork, and other media in a way that encourages and facilitates learning and that serves to reinforce the importance of the jazz/media complex as an intellectually exciting and vital community space. Recent exhibitions have included a New Jersey book arts exhibit and the public administration departments soviet political poster art exhibit and an accompanying film festival.

Equipment Services

Scheduling, Delivery, and Rental

Media Services has AV. Equipment for on-campus use (16mm Film Projectors, Overhead Projectors) See Equipment Scheduling form for full list of equipment.

Projectors and screens are delivered to classrooms. Smaller equipment can be picked up from Media Services with prior arrangement. Video equipment can only be used in the Dana Library. **Presently we do not deliver video equipment (TV/VCR / DVD players or video projectors) across campus.**

NOTE: Dana Media does not schedule the Smart classrooms on campus. For information or to schedule Smart Classrooms on campus call the Academic Scheduling Office: 973 353-5507 <http://oat.newark.rutgers.edu/>

On campus equipment requests must be made by faculty or an authorized representative at least three days in advance. Rental charges apply only to Summer Session (see Scheduling form for fees).

No charges are applied for use of equipment in the Dana Library. *(Subject to change)*

Videotaping of seminars, special events and presentations in the Dana Room may be provided through special arrangement with AV Technical Coordinator and Dr. Robert Nahory.

New Technology Developments

Dana Digital Media Lab

The Dana Digital Media Lab, under the direction of Dr. Robert Nahory, performs a variety of special projects for Rutgers University Libraries, the Institute of Jazz Studies, Newark faculty and Rutgers Newark departments. Web development, streaming video and audio, scanning of rare documents and photographs are just a few of the fascinating capabilities of the Digital lab.

The focus of our technologies is toward digital preservation, educational web base design and the development of digital objects that would be integrated into such a design. The intent is not to develop technological implementations that would replace face-to-face classes but rather to enhance and add both breadth and depth to present courses. The Lab provides the ability to restore outdated commercially unavailable valuable informational resources to modern formats for classroom and research use.

Our technologies permit the creation and the editing of digitized "streaming" video from analog sources, the creation of digitized audio, and the scanning of photos (prints, negatives, 35mm slides) on a studio quality, tabloid scanner capable of capturing images up to a bit density of 6400 dpi. These digital objects and web course materials can be implemented and distributed to clients of the Dana library. Anyone with a special request or project must have approval and permission of Dr. Nahory. Note that copyright issues may introduce restrictions.

Media and Digital Services campus outreach activities include:

- Consultation services for faculty and staff for their multimedia, instructional technology and web projects.
- Training in the use of media and digital services technology.
- Conducting multimedia workshops.

Media and Digital Services Staff

Gerard Drinkard, Media Supervisor
drinkard@andromeda.rutgers.edu
973 353-3824

Mark Papianni, AV Technical Coordinator
papianni@andromeda.rutgers.edu
973 353-1478

www.libraries.rutgers.edu/rul/libs/dana_lib/media

RUTGERS
NEWARK

John Cotton Dana Library

Media Digital Services



The Media and Digital Services Department of the Dana Library facilitates the use and integration of various information and media technologies and materials within the Rutgers-Newark academic community. An evolving array of services that utilize multimedia and interactive resources is just beginning to be developed in cooperation with other units at Dana, the Rutgers Libraries, the Newark Campus and elsewhere.

Basic to all of the services, is the provision of instruction in an informal learning environment that students and faculty can become cognizant of and comfortable with the use of various media and their effective integration into curriculum based assignments or research projects.

Dana's media collections offer a wide range of topics to supplement traditional and new courses. Astute attention is given to the requests and needs of faculty, undergraduate and graduate students. Faculty are encouraged to recommend titles necessary for their courses and departments which enhances the media collection and provides additional educational resources for colleagues classroom use and research.

Dana media facilities offers an aesthetic comfortable learning and study environment conducive to the growing technological and educational needs of the Rutgers community.

(973) 353-5917/1478
Fax: (973) 353-5944

