Media Viewing Room Use Guidelines and Procedures

SMART Learning Commons – Walter Library (v. 2/18/2011)

The SLC Media Viewing room is a reservable group space for media viewing and multimedia presentation practice by University affiliates (students, staff and faculty). A large plasma screen, surround sound, high definition components and 12 comfortable chairs provide a small group experience for media viewing and discussion.

Usage guidelines

Primary use of the media viewing room:

- Use of the viewing room is limited to university affiliates (students, staff, faculty).
- Scheduling for this room is on a first come, first served basis for groups of 3-12 individuals.
- The space cannot be reserved for sequential use (daily, weekly, or monthly meetings) of the same class.

Reserving the media viewing room:

- Reserve the viewing room online at http://www.lib.umn.edu/media/ (left-hand side bar).
- Click on the available space on the calendar, log-in to the web form using your x.500 username/password, and submit the required information. 72 hour scheduling notice is preferred to avoid conflicts. A confirmation will be provided to you within 24 hours of receiving the initial request. Please wait for a confirmation of the reservation before sharing the information.

How to Use the Media Viewing Room

Lights

- A light switch with a dimmer is located next to the door.

Key

- The door key is available at the front SLC desk from the student consultant. Reservations are necessary in order to obtain access to the room. All patrons must check out the remote control from the SMART front desk in order to check out the room, as the remote control barcode represents the entire room.

Equipment:

1. **Turn on the plasma screen**

Point the remote at the screen and firmly press the POWER button. Make sure that the video input is set to the computer or peripheral equipment.

1. **Turn on the equipment you need.**

2. **Help?** If further technical assistance is required, please contact student consultant at front desk or site coordinator.

Shutting the room down:

1. Remove all media items from the players and turn off player power.
2. If laptop is attached, disconnect power and data chords from respective outlets. Save any personal work (if library's laptop), close down applications, and return all items to front desk.
3. Turn off the plasma screen
4. Pick up stray papers and other materials. Please help us keep space clean for next group!
5. Please make sure that all lights are off.
6. PLEASE CLOSE DOOR ALL THE WAY.
7. The person responsible for the room should be the last person out and needs to return the key, remote control, and any related checked out hardware to the front SLC desk.
8. The front desk consultant will check the room to insure that everything has been properly shut down.
9. Patrons are liable for any damage found to the room or contents within or associated with the event.