

Multimedia Workstation User Guidelines at Barnard Media Services For Visual Arts and Photography Students

To work on a video, audio, graphics, or web project at one of the Public Media Area computers in Barnard Library, you first need to speak to a Media Services staff member to add you to the “authorized users” list. This involves verification of enrollment in an appropriate Barnard class and completing a training session with a Media Services Staff member. For students working on a video, audio, web, or other multimedia project, there are Apple Power Mac and Dell computer stations available in the Public Media Area (on the 3rd floor of Barnard Library). For students working on a video or photography project for the Visual Arts or Art History Departments, there is a dedicated multimedia station with 2 Power Mac computers, a printer, and a scanner. The printer and scanner are in a locked booth, and are only to be used by Photography students enrolled in Prof. John Miller’s classes. The key is kept at the Media Services circulation desk, and will only be issued to the students who are in the class list provided by the professor.

If you will be using a video, audio, or web application for a Barnard class, a Media Services staff member will meet with you for a basic training. Please speak with a staff member as soon as possible to set up a training time. Photography students should meet with their T.A or instructor for their training. After that, you can sign up for the workstation you want to use on the sign up book/calendar at the Media Desk. Be sure to notify Media Services if you have to cancel or reschedule a booking.

When you come to use one of the stations, please go to the circulation desk and fill out a transaction form. You can borrow headphones, firewire cables, and the key to the printer/scanner at the desk. Your ID will be kept until you return the items borrowed. The staff member at the desk will log you in to the computer. If you need to use any additional equipment, such as a camcorder, mini dv deck, or external drive, be sure to book them at the Media Services Office with a staff member. Please note that the Office is only open during business hours: 9:00 am - 6:00 pm, weekdays.

Workstations are available 9:00 am - 11:00 pm Monday thru Thursday, 9:00 am - 6:00 pm on Fridays, 10:00 am - 5:00 pm on Saturdays, and 10:00 am – 11:00 pm on Sundays during fall and spring semesters, and 9:00 am - 5:00 pm, weekdays during the summer and intersessions. Signing up ahead of time for the workstations is strongly recommended. However, they are also available on a first come - first serve basis during these hours, if no one else has signed up for that time period. If a user does not show up until 15 minutes past their scheduled time, the workstation will be made available to any other patron who might want to use it.

Media Services staff will provide basic training on usage of the computer stations and help with specific questions or concerns with your projects, however we are not able to provide extensive training for general use of computers or software. We have tutorials and reference books on commonly used software, so please ask for them if you need help with topics beyond the basic training. Users are expected to have working knowledge of Macintosh or Windows computers, and the software they need to use, before they start a project on these workstations.

Please remember to save your work often. Save your work only to your folder in the drive that is allocated to you and to portable media or external drives. If your project will span more than one day, it is recommended that you make a back up copy of your work and take it with you at the end of the day. Do not save files anywhere other than your specific folder in the media storage drive or the external drive.

Please do not leave your data in the computers past the allocated time frame for the project. At the end of the time that a user has signed up for, he/she must delete all their data and media. The workstation drives will be cleaned up routinely. Files saved on any location other than the one assigned to you will be deleted. Media Services is not responsible for lost data or projects.

Please do not download or install anything onto the computers other than data/media for your project. Beware of viruses and other damaging items distributed via e-mail attachments, shareware, and downloads. If you need an application that is not already installed on the computer, speak with a Media Services staff member.

Please do not change the configuration of any hardware, software, or system settings on the workstations. A Media Services staff member will work with you to arrange the available hardware and software as needed for your project.

The internet connection on the workstations is provided for project support. Please do not spend time surfing or engaging in personal communication on these workstations.

Patrons are responsible for supplying all the media materials they may need – Media Services does not stock or sell tapes, CDs, computer disks, etc.

Thank you for observing these guidelines so that all users can get the most out of the workstations in the Public Media Area.