Verizon Media Center

**Overview:** This document explains the terms and guidelines guiding the use of the Verizon Media Center (VMC) in the University Library. It also explains more about what the VMC is.

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A. Definitions.

IT – *Information Technology*

B. Policy.

The Verizon Media Center (VMC) is here for students to learn and explore digital media technologies such as video, audio, and podcasting. It may also be used by faculty and staff.

The Verizon Media Center consists of:

- **Places:** three Mac computers on the Library’s first floor, and a green screen/wall is that is available on the second floor of the Library in the A/V media room (#212);

- **Technological Equipment:** still cameras, video cameras, backdrops, lighting equipment, Macs, and a scanner;

- **Software:** iMovie, iPhoto, Dreamweaver, Photoshop, Fireworks, Illustrator, etc. (full list on VMC website listed below);

- **Tutorials:** Shooting Awesome Video, Motion Powerstart Training (for Final Cut Studio 2), etc. (full list on VMC website listed below)

Checkout time limits for VMC equipment and associated overdue fines are listed under borrowing privileges.

C. Process/Procedure.

The still cameras, video cameras, backdrops, and lighting equipment may be checked out at the Circulation Desk. One to three forms will need to be filled...
out. For information on the materials available please check the VMC website listed below.

The three Mac computers may each be reserved for a particular day and time. Please see the VMC website listed below to reserve one. If someone is busy on Mac during a reserved time and the person who reserved it comes to claim the workstation they need to save their work and log off.

There are training videos available on the VMC website listed below and at the Circulation Desk (see VMC website for videos available at circulation). Those needing assistance using equipment or software should contact the IT department by the means listed below. Also, after using the training materials consultations may be set up to receive more advanced assistance with the form listed below.

D. Contact Information.

VMC website: http://www.regent.edu/it/vmc/
IT Lab Assistants -- 757-352-4942
IT Help Desk -- 757-352-4076 or helpdesk@regent.edu

E. Forms.

Setting up a consultation appointment for advanced help with VMC technologies:
http://www.regent.edu/it/vmc/consultation.cfm

Equipment checkout forms are available at the circulation desk

This policy was reviewed and approved by the university librarians on January 30th, 2013.