

IMS Media Production Staff are available to assist faculty and students with media related projects such as:

- Multimedia equipment for checkout or in-classroom use
- Video recording and editing
- Consultation services on video and audio systems and services
- Graphic design assistance
- Large-format color poster printing
- PowerPoint Presentations
- Slide/Flat Bed Scanning
- Preparing audio and video for Internet, DVD and CD-ROM applications



Our professional staff at IMS consults with each client to determine their particular needs. Our digital video editing and computer graphics workstations allow faculty and students to go from original design and shooting, all the way through post production. Staff members are also available to help train students, staff & faculty on how to edit their own video productions, in both VHS and Mini DV/ Digital formats.

### **STAFF**

Director of IMS:

*Jim Straub* ext. 5954

Administration:

*Mary Kowit*.....ext. 4258

Equipment Circulation/Inventory:

*Ed Ybarra*.....ext. 7798

Video Production:

*Miles Johnston*.....ext. 5943

Repairs and Installation:

*John Frazer*.....ext. 4182

Repairs:

*Fernando Ubaldo*.....ext. 6896

Video Editing/Graphics Lab:

*Allen Wynar*.....ext. 2271

### **BORROWING ITS EQUIPMENT**

To check out equipment, you must be a current member of the USD community. You will need to provide your USD identification card. Most IMS equipment is available for check out to faculty, staff and students. Specific items: media console keys, laptop computers and data projectors are restricted to USD faculty and staff only. If you wish to reserve an item for use in a class, call the circulation desk at ext. 4567. All items have a specific loan period, check with the circulation desk for more information.

Inventory includes video/data projectors, digital and analog camcorders and accessories, portable sound speakers, microphones, audio cassette and CD/DVD/VHS players, PC and MAC laptop computers, digital still cameras, slide projectors, overhead projectors, 16 millimeter film projectors and other items.

Academic, non-academic or off-campus groups using conference or meeting rooms in any of the USD designated conference centers (Degheri, Joan B. Kroc Institute for Peace and Justice, University Center) should make equipment requests through their on-campus contacts or through the individual conference or meeting building scheduling department.

2007-2008



## Welcome to **Instructional Media Services**

[www.sandiego.edu/InstructMediaServices/](http://www.sandiego.edu/InstructMediaServices/)



## **WELCOME!**

The University of San Diego provides a variety of media services and support to faculty, staff, students and the university community through Instructional Media Services. The Instructional Media Services staff maintains media equipment in the USD classrooms is made up of the equipment circulation desk, repairs and installation, the video editing and graphics lab areas. Please visit our Web site at: [www.sandiego.edu/its/InstrucMediaServices/](http://www.sandiego.edu/its/InstrucMediaServices/).

The equipment circulation desk is located in Maher Hall, Room 186 and the video and graphics lab in Maher Hall, Room 176. The circulation desk can be reached at ext. 4567.

Some of the services provided by IMS include: production of video tapes, digitalization of video for internet and intranet use, creation of videos for CD/DVDs and documentation of academic events and specialty lectures.



## **CLIENTELE**

Instructional Media Services staff supports USD's students, faculty and staff in their academic, instructional and scholarly pursuits. In addition, the IMS Staff instructs and assists many students each semester in developing and completing their audio and visual-based course projects.

## **VIDEO EDITING/GRAPHICS LAB**

This lab comprises 8 work stations: seven Macintosh and one Windows workstation, loaded with current versions of graphics and multimedia software. The video editing/graphics lab also provides copy stand photography, high-resolution flat scanners, slide scanners and a 42-inch HP5500 large format printer as well as high-performance, networked desktop computer systems and software needed to create and edit media. Support is provided by experienced staff members. A staff member is available Monday-Friday, from 8 a.m. to 3 p.m. to assist you with your presentations or graphic needs. Call ext. 2271 for additional information.



## **PRODUCTION, VIDEO TAPING AND EDITING**

The IMS staff is ready to support you in carrying out your project. We can help you arrange to record on videotape or audiotape your USD academic event or guest lecturer. Additionally, we can digitize media for the Web, provide editing services that can generate titles, transitions and effects in your videos as well as digitize videos for computer or network-based distribution. Call ext. 5943 for assistance.

## **EQUIPMENT SUPPORT**

The IMS circulation desk supplies and maintains media equipment for use in USD classrooms. The circulation desk for a fee also provides equipment for classrooms not already equipped with multimedia facilities as well as consultation services on video and audio systems, services and productions. Faculty, staff and students with a current USD ID may check out equipment from a wide selection of items that include overhead projectors, mini DV video cameras, digital still cameras, data projectors and other equipment. Please be advised that specific items are fee based and limited to USD faculty and staff only. For further information and equipment reservation please call ext. 4567.



## **TROUBLE REPORTS**

If you have a problem with the media equipment in a classroom, please call ext. 4567. We will attempt to troubleshoot your problem with you. Be prepared to describe the problem. Include your name, the room and your phone number so we can contact you with follow-up information. If you feel the problem is computer or Internet related, please call the computer help desk directly at ext. 7900.

## **FACILITIES**

USD classrooms are continually being upgraded to meet instructors' needs. All classrooms have a screen and overhead projector while many classrooms have added playback devices (VHS or DVD player or both), a ceiling mounted data projector and, in most cases, a networked computer and cabling to accept a personal computer.

