IT SERVICES:

IT Services provides support to faculty, students and staff for projects involving video, audio, and still images. These projects include creating DVDs, podcasts, or large-format poster publications. Curricular projects are given priority for resources.

What services are available?
Digital Learning Team members provide one-on-one project planning consultation, training on related equipment and software, and course-based instruction.

What is not provided?
Digital Learning Center staff members are available to assist in the use of equipment and software, but do not perform project production as a service.

Where and how can I request this service?
This service may be requested by contacting the Help Desk via e-mail at helpdesk@hws.edu or calling ext. 4357. Alternatively, an appointment may be made by contacting Digital Learning staff in the Digital Learning Center located in the Library on the first floor in the Rosensweig Learning Commons. Staff members are available at ext. 4420 or dlc@hws.edu.

EQUIPMENT:

Faculty, students and staff may borrow equipment such as video cameras, tripods, iPods, and headsets with microphones at the Help Desk in the Library on the first floor in the Rosensweig Learning Commons. Equipment is limited and is available by reservation. Curricular projects are given first priority.

What services are available?
Basic training on the use of the equipment will be provided at the time equipment is loaned.

How much does it cost?
Equipment rental is free. However, if equipment is returned late, is lost, or damaged, the borrower may be charged the full replacement cost of the item(s).

What is not provided?
Tapes for recording to video cameras and DVDs for final products are not provided; borrowers of equipment will need to purchase these items from local vendors.

Where and how can I request this service?
Equipment loan requests should be made at least three days in advance. Equipment can be signed out for a maximum of 3 days unless other arrangements are made in advance and must be returned on or before the agreed upon due date. HWS Photo ID will be required when equipment is borrowed. Equipment may be picked up and returned exclusively at the Help Desk. This service may be requested by contacting the Help Desk via e-mail at helpdesk@hws.edu or calling ext. 4357.