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INTRODUCTION

The Language Media Center (LMC) provides students and faculty with facilities and services for a variety of audio, video and computer-based activities to support teaching, learning and research in languages and international studies. The main Center facility, located in 120 Phillips Hall, has individual digital audio listening/recording carrels, multipurpose small group rooms, video viewing stations for individuals, and networked multimedia computer workstations. In addition, the LMC maintains a digital audio classroom in 17 Phillips, and a multimedia development studio in 651 Phillips. The LMC also has a pool of checkout equipment for faculty and TAs that includes laptops, video projectors, video cameras and digital audio recorders. The LMC’s 3,000-title collection of international video, audio and print resources comprises learning materials for many languages; and holdings can be searched via an online catalog. The Center is open on weekdays all day as well as some evening and Sunday hours during the academic year. (See inside front cover for regular and summer hours.)

The LMC professional staff (see inside front cover) provides expert consulting and comprehensive services for management and delivery of technology-based instructional resources for language teaching and learning, including: acquisition and circulation
of media materials and equipment; digital media production and editing; support for ICON (the UI course management system) and other productivity software; and support for digital audio labs. Here are a few key services and their primary contacts:

• ICON support: Brianna, Sue
• Digital audio lab reservations, training, support: Brianna, Becky
• Analog to digital video transfer: Brianna, Greg
• Media acquisitions (audio, video, software): Becky, Sue
• ITC and small group room reservations: Becky, Brianna
• Requests to put media materials on reserve: Becky
• Computer loan program: Becky
• Digital media recording/capture and editing: Greg, Sue, Brianna
• Troubleshooting computer, wireless issues: Greg
• Webpage assistance: Greg
• Digital signage support: Greg
• Multimedia Studio access and acquisitions: Sue
• Skype and videoconferencing: All
• Equipment checkout: All
• Consulting on use of technology for language teaching and learning: All

We all have expertise in multiple areas and may be able to help in the absence of the primary contact(s) listed. We are happy to work with you to improve or supplement the courses you teach, and we hope you will take advantage of our facilities, services, and experience.

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Useful URLs:

Main LMC Website:
http://clas.uiowa.edu/dwllc/lmc/

Search the LMC catalog:
http://clas.uiowa.edu/dwllc/lmc/search-catalog

LMC Brochure downloadable PDF:
LMC FACILITIES

Main LMC Facility - 120 Phillips Hall

Computer:

The LMC manages a computer lab, which is part of the campus-wide Instructional Technology Center (ITC) program, equipped with 37 Windows computers (Dells) and 12 Apple computers (iMacs), all on the campus network. There are four scanners, two black-and-white laser printers, and one color laser printer. In the main part of the lab, we have a pull-down presentation screen and can set up a computer with a projector for demonstrations. The LMC Front Desk has equipment available for check-out for special projects in the computer lab or in the small group rooms, including headsets, a scanner, a Web camera, and card readers for most any camera card. Both students and instructors may use the equipment.

The ITC supports a wide variety of computer-based activities, including computer-assisted language learning, word processing, ICON, e-mail, Internet browsing, text and graphic scanning, programming, InfoHawk (the UI Libraries’ on-line catalog), ISIS (the student registration and information system), and website development. Students, faculty and staff may all use computer equipment for any of these activities with their HawkIDs. Computer-assisted language-learning materials are currently available for American Sign Language, Chinese, Classics, French, German, Italian, Japanese, Spanish, Swahili, Russian, Medical and Technical Terminology, and Zulu. Camtasia Studio, a screen-recording utility program, is available on all of the Windows computers for use in research data collection and for creation of tutorials.

The University of Iowa HawkID regulates general student use of the computer cluster, and the individual printing accounts assigned to each student to pay for laser printing are a feature of the HawkID system. A certain amount ($10.00 per semester in fall and spring and $5.00 in the summer) of laser printing is free to students each semester. Students pay for printing beyond that amount on their U-Bills. Printing in the ITC by faculty or staff is charged to the person’s U-Bill.

Video:

The LMC has 14 video carrels and 6 small group rooms where users can view video. Most LMC video players are multistandard and code-free, which means that they can play DVDs and tapes from any country. An online circulation system allows users to browse the LMC video collection and maintains records of video usage; instructors receive weekly reports of their students’ work.

Instructors registered in the LMC database may check out videos for two-week periods for purposes of research or materials preparation, provided it does not interfere with previously scheduled showings or in-class use.

Students may check out items from the LMC collection by leaving their ID cards with the Front Desk Monitor,
but they may only use our materials within the Center. Students may use their own headphones or borrow a set at the front desk. Remote controllers for some equipment may also be checked out at the front desk.

Audio:

The LMC has a 16-position Sanako Lab 100 digital audio lab in 120 PH designed for individuals and small classes (16 or fewer). Scheduling recordings for Simulated Oral Proficiency Interviews (SOPI) or for collecting audio data in groups is usually more flexible in the 120 PH lab than in the 17 PH lab classroom. Contact Brianna Janssen Sánchez to reserve this lab.

Students who need to record themselves for a class assignment usually find that using the 120 PH lab to complete the assignment is easier and faster than using recording software on a computer. Students may make recordings individually or in groups, with or without program lesson files. The resulting mp3 files may be saved to the students’ own USB drives and submitted to the instructor as homework assignments.

All LMC computers have Audacity (audio recording and editing software) installed. Students may check out a headset with a microphone to make or edit their own recordings on a computer.

Small Group Rooms:

The LMC has 6 small group rooms (120D, 120E, 120F, 120G, 120H and 120J) that are suitable for video viewing, conversation practice, test taking, and research projects. All are equipped with a computer, DVD and VHS video players (that will play foreign videos), and an HDTV monitor. Cable TV is available in 120D, and Playstation 3 units are available in 120D and 120E. Instructors and students may reserve small group rooms in advance by contacting an LMC staff member. Reservations for the current week may be made by signing up on the reservation sheets posted on each small group room door. The priority users for these rooms are:

- those who need the technology for access to special software or for special projects;
- those administering or taking exams;
- those using the equipment to gather data for special research; and
- those using the video equipment to view video for class assignments.

All others have lower priority and may be asked to leave if someone needs a room for a high priority purpose. The computers are intended to give users access to programs or allow Internet use for special projects and are not a substitute for the ITC computers.
Digital Audio Laboratory - 17 Phillips Hall

The 17 Phillips Hall audio classroom is equipped with a 29-position Sanako Lab 100 digital audio system. The teacher desk has a computer with two monitors, a CD/DVD drive, USB access for removable storage, a printer, an audio cassette deck, a multi-standard VCR, and a telephone. The student booths contain digital audio panels and headsets. The teacher desk and one student booth are ADA-compliant. Brianna Janssen Sánchez provides general training sessions and practice sessions, which are required to use the lab. See page 14 for more information about training and reservations.

LMC Multimedia Development Studio and Digital Equipment Pool - 651 Phillips Hall

Located in 651 Phillips Hall, the LMC Multimedia Development Studio serves the multimedia development and training needs of language faculty and graduate students, providing access to specialized hardware and software for producing, evaluating and using media-based materials for language instruction. The facility has four high-end computers—two Macintoshes and two Dells—offering a variety of Web and multimedia development software. Available software includes: Adobe Creative Suite, digital video editing software, digital audio recording/editing software, multilingual optical character recognition software, Microsoft Office, QuickTime Pro, Roxio Media Creator/Toast, Atlas.ti, nVivo and Camtasia. Additional peripherals include scanners, headphones, microphones, a color printer, and a video-editing tower with various players/recorders and analog-to-digital converters.

Coaching and special workshop opportunities for interested faculty and graduate students can be arranged in the Studio. Contact Greg Johnson or Brianna Janssen Sánchez for Studio support or information on training. Direct requests for keys for access to the Studio or for Studio software and hardware acquisitions to Sue Otto.

For special instructional projects, Studio users may borrow recording and computing equipment, which is available for checkout in 116 PH. This equipment includes digital cameras, microphones, digital audio recorders, Mac and Windows laptops, portable external hard drives, remote pointers, flash drives, data projectors, and a variety of cables and adapters. To check out any of this equipment, see one of the LMC’s professional staff members in 116 PH (see inside front cover).
GENERAL POLICIES, PROCEDURES AND SERVICES

Materials and Equipment Circulation

• Use of LMC materials and equipment outside the LMC is restricted to UI faculty and TAs in the Division of World Language, Literatures & Cultures and in international studies.

• All faculty and instructors must complete a blue Instructor Circulation Information card to be authorized to check out LMC materials and equipment.

• Instructors must present their UI ID card to the desk attendant to check out any materials or equipment. The normal check-out period for instructors for non-reserve materials is two weeks, with the possibility of renewal.

• Faculty may request that LMC materials or their own personal materials be placed on reserve for student use in the LMC and they may check out the materials they have put on reserve for use in their classes. Checking out materials put on reserve by another instructor requires that instructor’s express written permission and check-out time is limited to the class period for which it is needed. (Personal materials are returned at the end of the semester.) If equipment or materials are damaged, the instructor is charged the cost of replacement. A fine of $50 is charged for lost or damaged items that can’t be replaced.

• The LMC does not check out equipment or materials for personal, private, or recreational use.

• Instructors may not loan LMC materials or equipment to students unless special arrangements to do so have been made.

• Reserve equipment well in advance to guarantee availability.

• An AV cart with a TV, VCR and DVD player is available for check out for emergencies.

Acquisition of Instructional Materials

Each year the Language Media Center designates a portion of LMC general expense funds to the departments and programs in the Division for acquisition of audio, video, or computer packages to support instruction. All materials that become part of the Center library are charged to the Center’s budget.

Complete information is available at:

The LMC provides audio and video duplication and digitizing for faculty instructional use in accordance with copyright law and with the fair use doctrine. In general, we will provide the following services without copyright clearance:

- Copying/digitizing of short clips that do not constitute a significant portion of the entire work
- Converting a program to a newer format if the technology to play the original is not available in the classroom.
- Assistance to instructors in complex editing projects.

Duplication or digitizing of copyrighted works will not be done without permission from the copyright holders. The LMC will collaborate with faculty to attempt to secure permission.

The LMC does not provide video duplication or standards conversion for purposes other than for teaching or research at the University of Iowa.

**ICON Support**

ICON—Iowa Courses Online—is the university’s course management system. Instructors can apply for an ICON course site by signing into ICON at:

https://icon.uiowa.edu/index.shtml

The process of network installation and testing is usually time-consuming, and advance planning is essential if coursework will require the software.

Funds not spent by April 15 will revert to a general fund that is used for requests that have not been previously funded.

Instructors should plan ahead when ordering media materials, allowing sufficient time for the order to be completed and shipped. Additional time is needed to prepare (label, catalog, install, etc.) the materials for use by students and faculty.

**Duplication, Copyright, and Digitizing**

Requests for materials should be emailed to Becky Bohde or Sue Otto and should include:

- a description of how the material will be used
- cost and quantity
- complete ordering information

The program or department head must approve all requests by email.

If requested software should be available to a large number of students or campus wide, we will work together with the faculty member and with ITS to request that a site license for a networked version be purchased. There may also be funding from computer fees available. ITS has an informational website for requesting (nominating) software for the ITCs, and interested faculty should start there:

http://cs.its.uiowa.edu/software/softwarelistingdept.shtml

The procedures for acquiring new materials (video, audio, software) are as follows:

- The process of network installation and testing is usually time-consuming, and advance planning is essential if coursework will require the software.
- Funds not spent by April 15 will revert to a general fund that is used for requests that have not been previously funded.

Instructors should plan ahead when ordering media materials, allowing sufficient time for the order to be completed and shipped. Additional time is needed to prepare (label, catalog, install, etc.) the materials for use by students and faculty.

Online help is available on the ICON site and also from the ITS help desk by calling 384-4857 (384-HELP). However, if you have additional questions or would like help working with ICON, such as uploading content, managing grades, or using course tools, contact Brianna Janssen Sánchez.
Digital Audio Lab Training and Reservations

Instructors who plan to use the Sanako Lab 100 digital audio lab must be trained in advance of their first class meeting in the lab. Contact Brianna Janssen Sánchez to request a one-on-one training sessions. Written and recorded guides are available. Instructors who have not received training will be required to find another, authorized operator.

Reservations to use the lab may be made by phone, email or in person with Brianna Janssen Sánchez. They are handled on a first-come, first-served basis. Requests to use the lab for a single occasion that coincides with a regularly-scheduled semester-long class period should be negotiated with the person holding the reservation, and the Center should be informed of any such changes.

Audio Recording, Capture, Conversion, and Editing

The LMC has facilities in 120 PH and 17 PH to support faculty in the production of digital audio programming for use in their courses. A soundproof recording booth, which is part of the SLA Phonetics Laboratory, is available in 679 PH, but special arrangements must be made to use it. Digital audio editing software is available on LMC computers in 120 PH and in the Multimedia Development Studio in 651 PH. Contact Brianna Janssen Sánchez, Sue Otto or Becky Bohde for more information.

Video Recording, Editing, and Streaming

The LMC has camcorders and tripods that may be used by instructors for in-class recording. There are eleven digital video camcorders in the form of Flip cameras, camcorders with hard drives, and Mini-DV cameras available for special instructional projects, as well as an iPod Touch. Tripods and mini-tripods are also available.

To check out a camera, see one of the LMC’s professional staff members (see inside front cover).

Users can transfer and/or edit video from cameras or other media using the equipment and software in the 651 PH Studio. Assistance is available from the Studio Student Assistant or from Greg Johnson, Brianna Janssen Sánchez or Sue Otto.

Upon request the LMC will record special cultural events and presentations sponsored by the Division of World Languages, Literature and Cultures and will prepare the videos for streaming on the web. Contact Greg Johnson to schedule an event recording.

Program Development and Instructional Materials Preparation

The LMC Multimedia Development Studio in 651 PH provides access to specialized hardware and software for producing and testing digital media materials for language instruction, as well as coaching and workshop opportunities for interested faculty and graduate students. LMC staff can help with tasks such as capture of video clips from DVD or VHS for the Web, capture or manipulation of images from
various sources (including slides), and audio capture. Fair Use guidelines will apply to all such work. Contact Greg Johnson or Brianna Janssen Sánchez for Studio support or information on training (see inside front cover).

For specialized software and hardware or large projects, consult with Sue Otto to discuss funding and support opportunities for development.

Recording from TV for classroom use
The Language Media Center has access to UI Cable TV services in the Multimedia Studio (651 PH) and in Room 120D, consisting of about 130 local and network digital channels. Two channels offer Asian language programming: channel 25.001 presents Japanese programming from NHK, and channel 25.002 has Chinese Great Wall TV programming from Dish Network. Instructors may request that specific programs be recorded for their instructional use. Materials recorded in this manner are erased after 45 days to comply with the off-air fair-use guidelines unless copyright authorization has been obtained.

Computer-Assisted Language Learning (CALL)
Through the system of Instructional Technology Centers (ITCs) at the University, students have campus-wide access to many of the foreign language computer-assisted language learning programs offered by the LMC. These programs are introduced to classes in the beginning courses via hands-on demonstrations presented in the 120 PH Center early in each semester. Instructors may contact Becky Bohde to arrange times for their classes to come to the LMC for these demonstrations, whether for specific software use or for Web-based activities.

Course instructors who have requested usage records of specified software receive weekly reports.

Usage Reports
Facility and program statistics are maintained by Center personnel in order to report student usage information to instructors and to provide LMC staff with a basis for future decisions about Center policies. Figures reflect individual and group use of the Center by language.

Reporting Equipment Problems
Instructors should report malfunctioning equipment in the Language Media Center, in the audio classroom (17 PH), or in the Studio (651 PH) to the professional staff or to one of the student staff as soon as the problem is noticed.

Instructors should report malfunctioning equipment in Phillips Hall general assignment classrooms by calling the Emergency Hotline (335-1976) from the phone in the room.
Clean Environment / Quiet Environment

No smoking is permitted in the Center or anywhere on campus. No food or drink is permitted in the LMC beyond the foyer.

Patrons are asked to use headphones when listening to videos.

Patrons with cell phones are asked to carry on conversations in the hallway, rather than within the LMC.

University of Iowa Nondiscrimination Statement

The University of Iowa prohibits discrimination in employment and in its educational programs and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Coordinator of Title IX, Section 504, and the ADA in the Office of Affirmative Action, (319) 335-0705 (voice) and (319) 335-0697 (text), 202 Jessup Hall, The University of Iowa, Iowa City, Iowa 52242-1316, or visit this website:

http://www.uiowa.edu/~eod/policies/nondiscrimination-statement.html