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## Audio/Visual Department : Annual Report : 2005 - 2006

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**MEDIA SERVICES DEPARTMENT  
ANNUAL REPORT  
ACADEMIC YEAR 2005-2006**

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Services

The Instructional Media Department makes available a large array of media and distance education technologies. The Poynter Library's Media Center has three large and three small group listening and viewing rooms for all audio and video formats, a digitization center, a studio and control room, production room, dubbing and archive room, storage and repair rooms. The instructional materials and juvenile collection reading areas seat 44.

Each classroom on campus is equipped, at minimum, with an overhead projector, television monitor or data projection system, computer and DVD/VCR. More classrooms (90%) now provide data and video projection. Instructors may arrange for other standard audiovisual equipment as needed through written or online requests.

State-of-the-art and standard classroom equipment for checkout, delivery and set-up include:

Camcorders, tripods, digital cameras, data projectors, document cameras, DVD players, cassette recorders, Polycoms, laser disc players, laser pointers, TV/VCR's, microphones, stands, mixers, amplifiers, overhead projectors, podiums, slide projectors, screens, and boom boxes.

Instructional Media Services is responsible the teaching technologies found within the USF St. Petersburg smart classrooms. The Department is focused on supporting the University in its teaching, learning and research endeavors.

The Department supports, services, and upgrades all of the equipment within campus teaching spaces and responds via its Help Desk to any problems that users may encounter. The department prides itself on quick response to requests, technical support, and other services.

The Department is responsible for the Video Conferencing facility located in the Poynter library. A new satellite dish installation can now provide independent

satellite downlinks. High winds caused several instances of challenges to our waterfront satellite installation this year. As a result, a system of tie down when not in use was devised by this and the Physical Plant Departments.

Instructional Media Services offers a checkout Center where the latest audio-visual equipment can be checked out to the University Community. Equipment includes digital cameras, video cameras, public address systems, data projectors, and slide projectors.

Digital audiovisual services are provided to faculty, students and staff to develop multimedia packages for teaching, delivery of information, learning and research.

#### Deliveries and set ups

2005-2006	2251
2004-2005	2669
2003-2004	4068
2002-2003	2801
2001-2002	2263

As it is the goal of the department to provide fixed equipment at all service points, these numbers only reflect direct requests via email, mailed, fax, or web. As of January 2006, 90% of USF St. Petersburg's classrooms have data/video projection, DVD/VHS playback, and computers permanently installed. Since this installation, many faculty and staff do not request equipment they use regularly in class if the rooms already house the equipment. Therefore, these statistics do not reflect total use, except in the case of faculty or staff request. Actual use of equipment is far, far greater.

#### Distance Learning

2005-2006

Two studio courses, two satellite downlinks, 19 video, web, and teleconferences, 6 Distance Learning courses recorded, designed, and digitized, now distributed to over 450 students.

2004-2005

3 studio courses, 36 studio broadcasts, 2 satellite downlinks, 28 video and teleconferences, 2 Distance Learning courses recorded, designed, and digitized, now distributed to over 200 students.

2003-2004

38 classes, 36 studio broadcasts, 4 satellite downlinks, 78 video and teleconferences

2002– 2003

49 classes, 17 studio broadcasts, 72 video and teleconferences

The AV Department also provides for other on and off campus events and presentations, such as recording lectures, graduations, etc., and digital and analog photography.

## USF Card Production

2005-2006	1693
2004-2005	2483
2003-2004	2745
2002-2003	2124
2001-2002	1706

## Media Center Collections

The Instructional Media Collections of the Nelson Poynter Memorial Library serve the instructional and curricular needs of the USF St. Petersburg community and the individual study, scholarship, cultural enrichment and recreation needs of University students, staff, and faculty. All items circulate and are accessible through the Library's online catalog.

The Instructional Materials Collection (IMC) includes juvenile easy-to-read, juvenile fiction, juvenile non-fiction, school textbooks, teacher's manuals, guides, games, kits, and paperbacks.

The Media Collection contains DVDs, videotapes, cassette tapes, CDs, and slides. They all circulate for one week and are renewable.

	2005-2006	2004-2005	2003-2004
Audiocassettes	531	512	515
Cataloged IMC	777	786	648
Uncataloged IMC	0	267	343
Juvenile Books	7117	6945	6780
Videotapes	5130	5104	5027
DVD's	1241	682	454
CD's	569	484	439
Kits	119	101	74
Slide sets	3	4	4
Online videos	1649	na	na
<b>Total Items</b>	<b>16656</b>	<b>14881</b>	<b>14284</b>

## Media Center Circulation

	2005-2006	2004-2005	2003-2004
Audiocassette	163	222	154
Compact discs	478	455	473
DVDs	4074	2689	2566
Juvenile	2574	1997	2339

Record	0	11	32
Video Cassette	3563	4260	5252
IMC	55	107	142
Total	10907	9741	10958

### Other Notable Initiatives and Accomplishments

Classes are being offered now that are totally distributed digitally. IM Services has recorded classes with students, and placed them on discs along with PowerPoint presentations and links to Instructor sites. Some classes have been recorded with no students and are being filmed strictly for digital and web delivery. This semester the faculty themselves will digitally record off campus classes and IM Services will digitize and package for future Alternative Distance Education. USF St. Petersburg has taken a technological lead in these efforts. It quickly developed, in conjunction with the Office of the Vice Chancellor for Academic Affairs, into a major direction for departmental resources. IM now supports seven online distance-learning courses. The combined number of students is over 400.

There has been a significant increase in support for Special Events such as Festivals, Convocations, building openings, celebrations, dedications, conferences, and other non-academic and classroom activities. These have increasingly required the services of IM Services at night and on weekends

All uncataloged IMC were either withdrawn or sent to Tampa for cataloging and processing.

AV Specialist USPS position was upgraded to A&P Coordinator position with more specific structuring of USPS duties and responsibilities.

Replacement hiring and training of two staff members.

The distance-learning studio was upgraded to a new digital package. This also included new remote controlled camera requiring less staff to run broadcasting, recording, and receiving.

Nineteen additional classrooms were equipped with data and video projection systems and smart room switchers in accordance with the Library's AV Technology Plan. Since last year, the Library's AV plan was adopted by the campus, and now has recurring classroom funding.

Upgraded and updated the departmental website, including posting location information on news media items.

Updated the departmental brochure for distribution.

Created a new Books on CD collection.

Created the Robert M. Thrush Files, archiving campus history papers on departmental statistics, ledgers, correspondence, equipment research and procurement, personnel and supervision.

Staff presented at the USF 21<sup>st</sup> Century Teaching Technologies and Eighth Annual Technology Exposition.