



Visual Media Resources Department

The Visual Media Resources Department (VMR) is located on the 3rd floor of 38 West 86th Street and provides the following equipment and services:

Equipment

- A copy stand with tungsten lights for digital and analog image capture on the 3rd floor.
- A scanning station in VMR on the 3rd floor with a flatbed scanner, a slide scanner, a flash card reader, Adobe Photoshop, PowerPoint, Microsoft Word, and a CD/DVD burner and player.
- A scanning station in the 3rd floor library alcove with a flatbed scanner, Adobe Photoshop, PowerPoint, Microsoft Word, and a CD/DVD burner and player.
- A 35mm camera for use with the 3rd floor copy stand.
- A digital camera either for use with the copy stand or outside use.
- Slide carousels and a light table for preparing slide presentations.
- Telex Caramate Slide Projectors/Viewers for previewing slide presentations and viewing study slides.

Services

- Reference services on analog and digital imaging, image research, and image copyright issues.
- Access to BGC digital image database using MDID (<http://madison.bard.edu>). Password Required.
- Periodic training sessions on digital imaging, file management, and use of online digital image resources.

Hours and Staffing

- VMR equipment is available for use during regular building hours.
- Staff is available from 9AM to 7PM Monday through Thursday and Fridays from 9AM to 5PM for assistance with 35mm and digital copy stand photography, scanning, and PowerPoint. For more in-depth questions and training, please contact a staff member for an appointment.
 - Barb Elam, Image Cataloger, 212.501-3085, elam@bgc.bard.edu
 - John Blakinger, Visual Media Assistant, 212.501.3084, blakinger@bgc.bard.edu

Policies

- Food and beverages are not allowed in VMR.
- The public area is reserved for quiet work on slides and digital imaging projects. No cell phones, please.
- Personal belongings should not be left in the public area, and students and faculty are responsible for returning any books used at the scanner or copy stand to the library.
- The slide collection does not circulate to students.
- Students are prohibited from downloading any software on the public VMR machines or from using the workstations for personal, non-academic business. Any unauthorized software will be uninstalled.

- For problems with the VMR workstations encountered during times when staff are not available, send an email to studenttechsupport@bgc.bard.edu. A staff member will endeavor to get back to you within 24 hours. On the weekends this email is not monitored regularly.
- VMR cannot provide support for personal computers and applications and is better suited to supporting PCs than Macs.

Copyright Policies

- BGC readers who make use of photography and scanning facilities are expected to abide by the regulations of the Copyright Law of the United States (Title 17, United States Code). Any violations of the Copyright Law at self-service machines are the responsibility of the reader and are not the responsibility of the Bard Graduate Center. For more information about Copyright Law and the doctrine of “fair use,” see <http://www.copyright.gov/fls/fl102.pdf>.
- Digital images available through MDID or on any course website are for educational purposes and are accessible only to BGC faculty, students, and staff.

**For more information see the VMR pages on the BGC website at:
<http://www.bgc.bard.edu/library/vmr/about.htm>.**

Using the Copy Stand and Scanning Stations

- To ensure that the copy stand or a workstation is available, please sign up on the appropriate sign up sheet.
- **The maximum time allotted for any one session at the copy stand or scanning station is four hours. If you are more than 15 minutes late for your session, you forfeit the right to your reserved spot.**

Saving Files on VMR Workstations

While working on the 3rd and 6th floor workstations, it is recommended that you temporarily save your files in a folder on the desktop and delete them after backing them up in one of the following ways:

- **Thumb Drives** – A USB port is available at the front of the workstations for plugging in thumb drives.
- **CD Burner** – For optimal performance, it is recommended that one-time writable CDs are used. Rewritable CDRWs are not always compatible when read from different computers.
- **Student Server** – There is a shortcut to the Student Server (*O: drive*) on the desktop of the workstations. Once text or image files have been created and processed, they may be saved here to back them up temporarily. **This server will be cleared at the end of every semester.**
- **Remote Storage** - BGC students and staff are entitled to a 10 MB account on a remote server at Bard College. To find out more about this option, go to <http://inside.bard.edu/computing/webpublish/>, or contact a VMR staff member.

Borrowing Equipment from VMR

- The digital camera is available for use inside or outside of VMR generally for one day at a time. You are responsible for the care and return of the camera and should report any damage or malfunction immediately upon its return. You will be held responsible for the replacement or repair of lost equipment or equipment damaged through negligence. Please contact a VMR staff member to reserve the digital camera.
- The 35mm camera is for copy stand use only and may only be used during regular VMR hours.
- Slide carousels for use in BGC classrooms are available in VMR. To borrow slide carousels for use outside of the BGC, please see a VMR staff member.

Preparing for a Presentation

- The 4th and 5th floor classrooms are outfitted with LCD projectors and computer workstations for giving in-class presentations. Personal laptops may also be used, although students are encouraged to bring their presentations on CDs or thumb drives. Students with Apple laptops will need an Apple VGA Display Adapter to be able to use the LCD projector with their equipment.
- To practice a presentation outside of regular class time send an email to studenttechsupport@bgc.bard.edu. **The email should include the date and time and should be sent at least 48 hours before the room and equipment are needed.** A room will be assigned by the Director of Facilities based on availability.
- Should problems arise with the LCD or slide projector set up in the classrooms, contact a VMR staff member. If there is no one available, contact the Security Desk (x3020 or x3002) and have the guard contact the IT Department (Miao Chen and Joe Mis).

Creating Personal Web Pages

- All BGC students have access to personal web space that they may use for posting presentations, CVs, or creating a home page. To configure web space and to find out more, go to: <http://inside.bard.edu/computing/webpublish/>
- For more information about this service, students should contact the Bard Help Desk at 845-758-7500 or e-mail helpdesk@bard.edu.

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