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## Audio/Visual Department : Annual Report : 2009 - 2010

Nelson Poynter Memorial Library.

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**MEDIA SERVICES DEPARTMENT  
ANNUAL REPORT  
ACADEMIC YEAR 2009-2010**

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**Instructional Media Services**

- Media Collections
- Juvenile Collections
- IMC Collections
- Support for large and small group viewing and listening
- 42 seat IMC Center
- Campus wide videoconferencing services
- Media Digitization Facilities
- Video Recording and Production Studio
- Audio Visual equipment check out for students, faculty, and staff
- Maintain classroom and all other instructional technology for campus
- Audiovisual support for campus special events
- USF Card Center

The goal of the department is to provide fixed equipment at all service points. All of USF St. Petersburg's classrooms have data/video projection, DVD/VHS playback, and computers permanently installed.

2009-2010

1179 Classes/Sections supported in 52 classrooms. All classrooms are "smart" classrooms and seminar rooms all have LCD monitors.

2008-2009

1568 Courses/Classes/Sections supported in 49 classrooms.  
90% of classrooms are "smart" classrooms.

2007-2008

1688 Courses/Classes/Sections supported in 49 classrooms.

90% of classrooms are “smart” classrooms.

2006-2007

1666 Courses/Classes/Sections supported in 47 classrooms.

60% of classrooms are “smart” classrooms

### **Distance Learning**

Distance Learning extends the University of South Florida St. Petersburg academic resources to help learners meet their educational goals by providing courses in a variety of disciplines and options in time, place, format, and delivery systems using technology. The Instructional Media Department of the Nelson Poynter Memorial Library makes available a large array of media and distance education technologies. The Department is responsible for the Video Conferencing facility located in the Poynter library. A satellite dish installation provides independent satellite downlinks. A Videoconferencing set up allows for worldwide communication. Digital audiovisual services are provided to faculty, students and staff to develop multimedia packages for teaching, delivery of information, learning and research. The staff of the Library’s Instructional Media Services assists faculty in the form of consultation, design, and/or maintenance for online distance learning applications. Courses are offered online via the Internet, and typically utilize USF’s Blackboard portal to gain access to course materials. Examples of distance learning formats include streaming video, podcasting, and hybrid, interactive CD and DVD’s or any combination thereof. Online courses are offered as streaming video or podcasting and use high-speed Internet access; an active e-mail account and Internet access is required. Instructor interaction with students may be synchronous or asynchronous. The staff of the Instructional Media Services assists faculty with student use of all of these functions. When faculty prefer, the hybrid method includes courses using both synchronous and asynchronous software to provide faculty and students with options, such as 50% web and 50% face-to-face course. 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. Digital audiovisual services are provided to faculty, students and staff to develop multimedia packages for teaching, delivery of information, learning and research.

2009-2010

Student Credit Hours: 30,835

Total Students enrolled: 10,785

2008-2009

7 studio courses, 0 satellite downlinks, 8 video/web/teleconferences, 7 Distance Learning courses recorded, designed, and digitized now distributed to over 3500+ students throughout the Academic Year.

## **USF Card Production**

2009-2010	2551
2008-2009	2001
2007-2008	2127
2006-2007	1843
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. The Poynter Library Media Center houses collections of juvenile fiction and non-fiction, now including 7647 titles. This collection serves the programs of the College of Education and the School of Library and Information Science, as well as families of the campus community. The Instructional Materials Center (IMC) also provides educational games, kits, and visual aids for classroom use by education student interns. The Curriculum collection includes 764 fully cataloged and circulating items. 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 Collections contains DVDs, videotapes, cassette tapes, CDs, and slides. They all circulate for one week and are renewable.

	2009-2010	2008-2009	2007-2008
Audiocassettes	526	450	533
Cataloged IMC	764	752	767
Juvenile Books	7647	7475	7320
Videotapes	4427	4651	5048
DVD's	2930	2410	1954
CD's	778	781	662
CD Audio Books	96	96	95
Kits	119	119	119
Slide sets	3	3	3
Online videos	2109	1522	1651
<b>Total Items</b>	<b>19399</b>	<b>17803</b>	<b>17760</b>

## **Media Center Circulation**

	2009-2010	2008-2009	2007-2008
Audiocassettes	23	24	79
Compact discs	282	406	401
DVDs	2998	4090	4094

Juvenile	1704	1594	1587
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Note: A cart of 120 Juvenile Books have been pulled from the Juvenile Collection and are on a Reserve Cart and get checked out about 100 times per year for specific Children’s Literature assignments. Those multiple Reserve statistics are not reflected in the Juvenile circulation statistics.

Video Cassettes	1043	1387	2042
IMC (plus Kits)	117	204	198
Audiobooks	76	117	173
Total	6243	7815	8611

AV and IMC collections accounted for approximately 17% of the total Library Circulation.

**Notable Initiatives and Accomplishments**

The Instructional Media department just finished installing new equipment (equipment that was removed from COB) into DAV 102 and 104. These two classrooms were the last two rooms on campus with old and outdated technology. This upgrade now brings our campus to 100% data projection in all classrooms across campus and will afford our department to move forward with a technology management system. This system will provide a global view of real-time status for our projectors and switchers located in the classroom. This system will also provide early problem notification, and troubleshooting tools not available to us in the past.

Successfully completed bid package for Instructional Technology for Science and Technology building. Includes 11 classroom @ over \$125,000.

Replaced all damaged VHS cases and repacked over 400 videos.

Conducted a total video Collection Assessment of VHS holdings resulting in the weeding of over 500 titles.

Upgraded studio projection monitors, installed new audio mixing board and new studio cameras.

Weeded and reorganized entire IMC collection.

Shelf read and shifted compact disc collection.

Shelf read Juvenile collections.

Conducted a media circulation statistics report and begun assessment on use for weeding VHS titles from the Media Collection.

The department is consulting with the new Student Union building planning committee.

Six new Distance Learning courses were produced.

Took off inventory and disposed of additional obsolete equipment in the Production Room and Storage Room.

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

Additionally upgraded and updated the departmental website, including posting current information on newly acquired media items.

New projection equipment installed in LIB 218.

New data projection in campus computing lab, COB Conference Room, and the Chancellor's Conference Room.

Installed Smartboard technology and document cameras to Coquina Hall classrooms.

### **Assessments**

A USFSP faculty online satisfaction survey was created as a means to measure general faculty use and satisfaction with classroom technology. Thirteen faculty members participated in the survey. Results:

How often do you use the audiovisual equipment located in the classrooms?

Every Class 4 30.77%  
Often 2 15.38%  
Sometimes 2 15.38%  
Rarely 3 23.08%  
Never 2 15.38%

On Average, how would you rate the physical condition of the audiovisual equipment in the classrooms? (i.e. computers, projectors, cables, etc.)

Excellent 5 38.46%  
Good 4 30.77%  
Fair 3 23.08%  
Poor 1 7.69%

On average, how would you rate the physical condition of the classroom(s) that you use? (i.e. cleanliness, screens, lighting, seating, etc.)

Excellent 3 23.08%  
Good 7 53.85%  
Fair 3 23.08%  
Poor 0 0.00%

How much do you agree with the following statement: I understand how to operate the audiovisual equipment I need to use for my class, and can do so with little or no problems.

Strongly Disagree 2 15.38%  
Mildly Disagree 2 15.38%  
Neither Agree Nor Disagree 6 46.15%  
Mildly Agree 1 7.69%  
Strongly Agree 2 15.38%

What audiovisual equipment do you use regularly in your class? (choose all that apply)

Data Projector 5 12.50%  
Document Camera 4 10.00%  
DVD/VCR 9 22.50%  
Personal Laptop 5 12.50%  
Computer (installed) 5 12.50%  
Classroom speakers (audio playback) 6 15.00%  
Overhead Projector 4 10.00%  
Other 2 5.00%

If you have had to call Audiovisual Services (3-4409) for immediate in-class assistance, how would you rate the response time and service you received from the technician that came to assist you?

Excellent 6 46.15%  
Good 4 30.77%  
Fair 1 7.69%  
Poor 0 0.00%  
Never Had to Call 2 15.38%

Is there any audiovisual equipment that is not standard in the classrooms that you would like to use as part of your teaching?

-Phone  
-big screen TVs  
-plasma television  
-no

Please feel free to add any comments here. Your opinions and feedback are greatly appreciated.

-Great job  
-:-)

-A/V rocks!  
-You are GREAT!