



MEDIA SERVICES CONTACT

Cindy Hogan 917-4672
 Lori Rowton 917-4643
 hoganc@linnbenton.edu

LOCATION & HOURS

The Media Services Office is located on the ground floor of the Learning Resource Center adjacent to the library entrance facing the courtyard (LRC-110).
 Office hours are 8 a.m. – 4:30 p.m. Monday through Friday.

AVAILABLE EQUIPMENT

Audiovisual equipment for classroom use is available through Media Services. Place orders for equipment by phone, e-mail, or by filling out a booking form in person or online. Please allow for a 24-hour lead time.

Equipment, which is available on a first-come, first-served basis, includes:

- TV and VCR
- Overhead projector
- Slide projector
- Camcorder
- Video projector
- Portable PA and microphone
- Closed-captioning
- Mobile multimedia cart
contains a laptop computer,
video projector and VCR/DVD
- Internet connections
available in most rooms

For specific information regarding PC software, contact Media Services.

SERVICES PROVIDED

It is up to the Event Manager to hook up mobile media carts and show the instructor or speaker how it works. Media Services can show you how to work and operate the equipment available on the mobile media carts. Call ahead for an appointment.

Media Services is here to assist you if the equipment they supplied for you breaks down during business hours. Weekend and evening coverage can be arranged to accommodate audiovisual needs, teleconferencing and distance education classes.

HOW TO REQUEST SERVICES

Media Services

Use the direct path to the online Media Services Booking Request form, <http://cf.linnbenton.edu/depts/media/equip.cfm>, pictured below, or you may directly contact:

Cindy Hogan, Media Technician
 Teleconferencing/Distance Education
 hoganc@linnbenton.edu 917-4672
 Lori Rowton, Media Department Secretary
 rowtonl@linnbenton.edu 917-4643

Phone or Computer Services

For special phones or computer connections, please contact Computer Services at 917-4354

This form is also available at Media Services:

**LINN-BENTON COMMUNITY COLLEGE
LEARNING RESOURCE CENTER
917-4672 EXT 4672**

**MEDIA SERVICES
AV EQUIPMENT
BOOKING FORM**

NAME _____	DATE _____
DATE NEEDED _____	PHONE _____ EXT. _____
TIME _____	PLACE _____
TO BE RETURNED _____	TIME _____
DELIVERED BY:	RETURNED BY:
MEDIA USER	MEDIA USER

<p>• PROJECTORS •</p> <input type="checkbox"/> 16 mm <input type="checkbox"/> Slide <input type="checkbox"/> Overhead	<input type="checkbox"/> DVD Player <input type="checkbox"/> Digital Camera <input type="checkbox"/> Video Disc	<p>• MULTI-MEDIA •</p> <input type="checkbox"/> Camcorder <input type="checkbox"/> Television/VCR <input type="checkbox"/> Laptop Computer	<input type="checkbox"/> Video Proj. <input type="checkbox"/> MM Cart
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<p>• AUDIO •</p> <input type="checkbox"/> Cass. Recorder <input type="checkbox"/> Neck Micro <input type="checkbox"/> Record Player <input type="checkbox"/> Podium Micro <input type="checkbox"/> Portable PA <input type="checkbox"/> Wireless Micro <input type="checkbox"/> Mixer <input type="checkbox"/> Flat Micro	
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<p>• ACCESSORIES •</p> <input type="checkbox"/> Remote Cord <input type="checkbox"/> Zoom Lens <input type="checkbox"/> Screen <input type="checkbox"/> Slide Tray <input type="checkbox"/> Speaker

• OTHER •

••• EQUIPMENT FOR SCHOOL USE ONLY •••

REC'D BY _____ BOOKER _____
 X _____ DEPT. _____
 I.D. NO. _____ 24 HR. _____



FACILITIES SERVICES CONTACTS

Kevin Lacey at 917-4720

Sue Bewely at 917-4721

Email: bewelys@linnbenton.edu

LOCATION & HOURS

The Facilities Services Office is located in the Service Center Building

Office hours are 8:00 a.m.–5:00 p.m. Monday–Friday.

SERVICES

Limited staff is available during the weekends.

Facilities Services assists with such things as:

- College facilities cleaning
- Equipment/furniture moves
- Replacing burned out light bulbs
- Fixing a leaky faucet
- Temperature control

(Building parameters are set to fall within 70 to 74 degrees. Anything below or above this range can be reported to the Facilities Office at ext. 4720.)

WHAT IS A FACILITIES WORKORDER?

To receive assistance from Facilities Services you need to place a Facilities Workorder, which is a request to repair or maintain existing building needs. Make sure you allow enough time for the request to be processed.

You can place a workorder online on the LBCC home page under Staff Resources, at:

http://cf.linnbenton.edu/facilities/fsr_input.cfm

If you do not receive a confirmation, please call Kevin Lacey at 917-4720.

Rooms are not stocked with supplies. Event Managers will need to provide the instructor or speaker with materials such as pens, pencils, markers and name tents for tables.

For specific questions regarding Facilities Services Request Form for an event, contact Kevin Lacey at 917-4720.

Online Workorder

The screenshot shows a Netscape Communicator browser window with the title 'Netscape: Workorder Input Form'. The address bar shows 'http://cf.linnbenton.edu/facilities/fsr_input.cfm'. The page content includes a 'Return to:' link pointing to 'Work Order Request Page' and 'Facilities Page'. Below this is the 'Facilities Work Order Request Form' with the following fields:

- Requested By:
- Full Email Address (Bsa bewelys@linnbenton.edu):
- Phone (Ext):
- Work Location:
- Description:

A 'Submit' button is located at the bottom of the form.

FREQUENTLY ASKED QUESTIONS

- Q:** Do I need to make sure a room is unlocked for the instructor, and then locked again when workshop or class is over?
- A:** *Yes, contact Campus Security for locking and unlocking.*
- Q:** Is special lighting available if needed?
- A:** *No.*
- Q:** Are cleaning supplies available to clean up a mess or wipe off a table? And where would I find them?
- A:** *Call Campus Security if you have a spill.*
- Q:** Is there a small vacuum sweeper available for the rooms?
- A:** *No, but one could be made available with a request from Facilities.*
- Q:** Are there additional tables available for use, like a square table to place props on?
- A:** *No.*
- Q:** Are there mobile screens available if needed for the Calapooia room or Boardroom B if used alone, or in case two are needed in a room?
- A:** *Yes, through Media Services*
- Q:** Are there stools available for the speaker?
- A:** *No.*
- Q:** Will there be anyone there to assist during workshops or presentations?
- A:** *No, Event Managers are responsible to assist instructors with their workshops and presentations.*
- Q:** What types of services might a student with a disability request in Student Services Areas?
- A:** *Students may request priority registration or bookstore services, writing, reading or interpreter assistance, or other things that relate specifically to the services you are providing. All accommodations are determined based on the functional limitations caused by the disability and the task that needs to be accomplished. Because of this, it is difficult to predict what accommodations may be requested.*
- Q:** How long does it take to schedule accommodations like special arrangements for the CPT or Sign Language Interpreters?
- A:** *Contact the Office of Disability Services three weeks prior to the scheduled event.*
- Q:** Where are the handicapped or disabled parking areas located on campus?
- A:** *The disabled parking locations are shown on the map on page 12.*
- Q:** If I need signs to direct people to the correct location on campus are there any signs available?
- A:** *No, but many departments have their own signboards and may loan them out for events. Ask the department who is sponsoring the event if signs are available.*

PLAN AHEAD!

FOR A SMOOTH-RUNNING EVENT

- Decide **early** what services you will need for your event well in advance.
- Reserve rooms, catering, audio-visual needs and other services **well in advance** of your event to ensure the availability of what you need.



Linn-Benton Community College is a two-year public college established to serve the educational needs of residents in its two-county district. Admission is open to any district resident beyond high school age. More than 25,000 people take at least one class at LBCC each year.

The faculty of LBCC is committed to the retention of students while promoting academic success. Providing reasonable accommodations is a cooperative effort between the LBCC faculty and the Office of Disability Services.

DISABILITY SERVICES CONTACTS

Voice 917-4789 TDD 917-4703

Email: adero.allison@linnbenton.edu

LOCATION & HOURS

The Office of Disabilities Services is located in Takena Hall, rm T-101
Office hours are 8:00 a.m.–5:00 p.m. Monday–Friday.

SOME AREAS OF ASSISTANCE

Materials in Alternate Format

- Audio taped
- Enlarged
- Colored paper
- On computer disk
- Braille

Assisted Listening Systems

- FM system
- Loop system
- Captioning on video tapes

Interpreter for Hearing Impaired Students

Fee is charged for an interpreter.

Special Seating

- Ergonomic chair
- Adjustable-height table

Specialized Software

- Screen enlargement
- Voice output

Note Taking

- Volunteer
- Computer-aided

OFFICE OF DISABILITY SERVICES (ODS)

The Office of Disability Services has the responsibility for administering, reviewing, maintaining and supervising a variety of support procedures and services for students in accordance with state and federal laws. When appropriate, ODS provides oral and sign language interpreters, note takers, taped textbooks, assistance in working with instructors, or equipment loans. Tutoring, testing accommodations and support in the development of compensatory skills are available through the Takena Support Lab. Faculty and ODS staff work cooperatively

to decide when adjustments to academic requirements, testing formats and substitution or classes may be necessary.

FACULTY RESPONSIBILITIES

Periodically students with disabilities register for lifelong learning or Adult Basic Education classes and programs. Some of the things these students may request include materials in alternative formats, more time to grasp concepts and assistance taking notes. Students will usually provide a letter from the ODS outlining accommodations that are needed. Please review the letter and consider accommodations in the context of your class.

If you know of a student who takes quality notes, please make the appropriate recommendation for students requesting a note-taker. If you do not know of anyone, please read the announcement of the need of a note-taker in class as soon as possible. If you need assistance, contact ODS. NCR paper is available from the ODS so that notes may be taken in duplicate.

Discuss any questions or concerns you have with the ODS Coordinator. Faculty should call the ODS at 917-4789 whenever there is a question regarding student accommodations. Some students may not know we have an Office of Disability Services (ODS) to assist them with their accommodation requests. If a student asks for accommodations you may refer him or her to our office. We conduct an intake interview and review documentation to determine eligibility and identify appropriate accommodations for each situation. In some cases materials may be taped, enlarged or otherwise prepared by the ODS.

EVENT MANAGER RESPONSIBILITIES

From their initial contact with a person with disabilities who needs accommodations, the Event Manager should contact the ODS. It is the Event Manager's responsibility to acquire information concerning technological accommodations and resources on campus for parking. *Persons needing accommodations are responsible for providing documentation, making timely requests for services and communicating with their Event Manager regarding accommodations for the seminar or workshop.*

These guidelines are abbreviated and not intended to be comprehensive. We have a commitment to meeting student and faculty needs in a collaborative fashion for development of an improved learning environment. Let your supervisor or Center Director know when accommodations are requested for your classes This helps in the provision of timely services.