



## LAPTOP CHECKOUT

A limited number of laptop computers are available for faculty check-out. All laptop requests must come through the helpdesk and you must CC your supervisor for approval. **All requests require at**

**least a 48 hour notice in order to verify inventory.** Check-out time is limited to



2-Week Increments.

**Travis Jordan** – A/V specialist at: [Tjordan1@broward.edu](mailto:Tjordan1@broward.edu)

**Office - 62/115:**

954-201-2458

## LAPTOP CHECKOUT

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You Must Create Help Desk Ticket for all laptop rental requests.

You Must “CC” your supervisor in the request for laptop approval.

Please specify if setup in classroom is needed and the details of setup.

Laptop Check out and check in should take place between 7:30am and 4:00pm in the LRC.

Laptops will be delivered if scheduling and time permits, otherwise you will pickup in the LRC from Travis Jordan – A/V/ Specialist

Help Desk Ticket will stay open until it is returned back to the LRC.

Rentals have a two week maximum, unless otherwise noted and/or approved.

**Reminder:** Deep Freeze is installed on the laptops, so you MUST save any files to an external drive.

**Reminder:** Faculty is responsible for the laptop that is checked out, not the student.

**Reminder:** You Must specify the room number for laptop delivery and a contact method, either phone and/or email in order to setup delivery.

# A/V CHECKOUT

A limited number of A/V equipment pieces are available for faculty use. All requests for equipment must be sent through the helpdesk and your supervisor must be CC'd in the helpdesk request. Upon receiving the approval response from your supervisor arrangements will be made to transfer over the laptop. Equipment will be delivered when possible, otherwise pickup will take place in the LRC. Training will be provided on all equipment to ensure stress-free operation.



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## EQUIPMENT LIST

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Mini-DV Video Camera

Mini-DVD Video Camera

Hard Drive Camcorder

Digital Still Photography Cameras

Tripods

Classroom Video Projectors

Digital Voice Recorders

Amazon Kindles (must have your own amazon account)

Web Cameras

**Reminder:** Faculty is responsible for all equipment checked out.

**Reminder:** You must provide the correct type of tape and/or media to record onto.

**Reminder:** You must allow 48 hours notice so that we can verify our inventory.

# VIDEO AND PHOTOGRAPHY

The LRC now offers a limited number of Video and Photography services to faculty to enhance the classroom experience or to build content for the website. All services are based on availability of staff and scheduling. Please allow up to TWO weeks' notice for all video and photography requests. A preliminary meeting is required for all video and photo shoots to go over in detail the scope of the project.

Please contact for more information on Video/Photography Services:

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## VIDEO and PHOTOGRAPHY service list

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*The following list is a sample of services we offer, consultations are available in order to determine your needs and if we can adequately provide your requested service.*

Special Event Video and/or Photo shoots

Help with editing in the LRC A/V Studio

DVD / CDR Duplication

Faculty Interviews

Videos to enhance learning in the classroom and web ready you tube clips

Brainstorm ideas to utilize video in your department

Promotional videos for the Campus / Department

Audio and Voiceover recording in the Sound Room

MAC and PC editing suites available in the A/V Studio

**Reminder:** You must provide the correct type of tape and/or media to record onto.

**Reminder:** You must allow TWO weeks' notice so that we can verify our inventory and scheduling.