GMIT Library

Library Policy on Multimedia Screens in Study Rooms

Usage of the Multimedia screens in study rooms 1, 4, 5A, 10 & 11 is restricted to **current GMIT students only.**

Patrons wishing to book a room with a screen must do so with a **valid patron ID** for a maximum period of 2 hours

Usage of the multimedia screens for purposes other than those outlined below is strictly prohibited

GMIT Library staff reserve the right to perform spot checks to ensure Library policy is adhered to

STUDY ROOM SCREENS MAY BE USED FOR THE FOLLOWING:

- ✓ Viewing online or DVD resources related to course work
- ✓ Creating recordings of presentations using Windows Media Encoder (see separate guide on how to do this)
- ✓ Projecting presentations on screen from a laptop or documents from a usb storage device
- ✓ Accessing video, picture or audio files from laptop/usb to screen
- ✓ Using webcam (for video) or Jabra microphone (for audio) to create video or audio presentations
- ✓ Using Team Viewer to connect with students off-site for collaboration and student project work (see user guide)
- ✓ Using Skype for communication with students off-site for collaborative student project work
- ✓ Students are expected to have their own devices to avail of the full functionality of the AV equipment. Please see the user guide for details on how to download the software required.
- ✓ In the case of students not having devices the library can lend a laptop from the Enquiry desk if urgently required for course work – students must log on to the wireless network as themselves and save their work on their own usb or portable device, **the Library will not be responsible for the content of any student work carried out on library laptops.**

STUDY ROOM SCREENS ARE NOT TO BE USED FOR:

- Non college work, including but not limited to :
- Streaming of tv programmes or sporting events not related to student work
- Using Skype, TeamViewer or any other communication tool for non-college work
- Class Work / Viewing of programmes or DVDs – please contact the timetable office if you wish to book a suitable room for an entire class

Study Rooms are for group study / student project work – this is still their purpose. The Multimedia screens have been purchased to enhance this function and provide further group work possibilities.

GMIT Library are providing this free service on the basis that users are aware of our policy on the study rooms and agree to abide by their terms and conditions of use.