

Bellevue College Library | eLearning & Multimedia Services

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Multimedia Services

Multimedia Services handles videoconferencing, public address (PA) systems, data projectors – all equipment that are portable.

Multimedia Services does not cover classroom support; classroom support is handled by Information Technology Services (ITS).

Multimedia Services requests are fulfilled only during the regular hours of 9am to 5pm.

Weekend and off-hours support

Multimedia Services equipment support will be provided for weekend and off-hour events that are college-related.

- Support will be provided by the Multimedia Services staff given sufficient advanced notice and equipment availability, but there are limitations to the support provided, especially given the unpredictable nature of student group requests.
 - Our priorities are in the following order: Library (for example, BC Reads), Instructional programs (for example, Math Department), and College departments (for example, BC Foundation), and Student groups (ASG and student clubs).
 - There is a standard configuration for each room – we try not to deviate from standard equipment set-ups without further consultation from Digital Media Services.
 - For events requiring staffing outside of Library work hours, advance notice of 7 working days prior to the event is preferred.
 - We set-up equipment, and provide staffing when available; payment for staff is contractual (funded by requester). Multimedia Services does not pay for the staffing, only setup existing equipment.
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Multimedia Services

Weekday support – Monday to Friday

Multimedia Services equipment support will be provided during the weekdays when the Library Media Center is open, and for events that are college-related.

- Support will be provided by the Multimedia Services staff, given sufficient advanced notice and equipment availability, but there are limitations to the support provided, especially given the unpredictable nature of student group requests.
- There is a standard configuration for each room – we try not to deviate from standard equipment set-ups without further consultation from Digital Media Services.
- We cannot support last minute or on-the-fly requests.

Guidelines for equipment and staff support to the college community

- Requests for A/V Support will be generated using the [Request Center tool](#)
- There is no charge for staffing and additionally there is no charge for equipment, when Multimedia Services is providing support for Instructional Courses, College Programs, College Groups, Student Clubs or Student Events.
- College groups may be charged for staffing, if LMC staff cannot adjust their work schedule to support a college event or events sponsored by the Bellevue College or Bellevue College student groups.
- External groups will be charged for the use of college owned equipment used inside or outside of instructional spaces and charged for all staff support during or outside of LMC staffs work schedule.
- The event location must be close proximity to the main Central Campus; for example too far would be the outer rim of the campus such as Student Housing, Daycare, the athletic fields, and the Parking Garage.

Equipment Checkout and Delivery

Faculty and staff may checkout and pick up equipment at the eLearning/Multimedia Center, D-140. Not sure what equipment is available? View our [list of Multimedia Equipment](#).

There are four ways to request equipment:

1. Request equipment through the [BC Request Center](#) - 48 hours prior to the time you need the equipment.
2. Request equipment via [e-mail](#) - 48 hours prior to the time you need the equipment.
3. Call Multimedia Services at 425-564-2001; two day prior to the date requested.
4. Stop by eLearning/Multimedia Services in D140 and order in person; two day prior to the date requested.

Requests will be completed by Friday. LMC is closed on Saturday. There is no service on weekends.

[Bellevue College Library](#) | [eLearning Department](#) | [Multimedia Services](#) | Version: 1.2 | 2/2019

In the BC Library, Multimedia Services supports

- The Collaboratory, for collaborative group project work.
- Studio Pioneer (D126 P) - LMC Multimedia Lab, 5.1 surround sound, Blu-ray, international DVD and commercial DVD/VHS player (no microphones).
- D240-L Library bibliographic computer lecture room.

Beyond the BC Library, Multimedia Services supports

- N201 - Presenter's podium, podium mic, three presenter's microphones (Lavalier) or two presenter's microphones and a wireless hand microphone. Also available Document camera and two computer projected images projected on three screens.