

## MEMORANDUM

To: Adjunct Faculty

From: Doug Blaze

Re: Educational Technology

Date: July 20, 2007

This memorandum provides information regarding audio-visual and other electronic teaching aids. It is divided into two principal parts. The first part is an overview of the equipment permanently installed in classrooms. The second part lists the portable equipment currently available and specifies the procedures to be followed to reserve the equipment for your use.

### Available Permanent Equipment

Every classroom has a display screen at the front of the room. Rooms 132 (the largest classroom) and 242 (the Founders Courtroom) also are equipped with video cameras, monitors, and a video cassette recorder. The video cameras are controlled by the instructor with a touch pad computer. The video cassette recorder allows an instructor to display any videotaped recording on the monitors. Videotaping events taking place in the classroom must be done with portable equipment. The video cassette recorders in the rooms are not set up to record, but only to play videotapes.

The four classrooms configured as courtrooms (rooms 12, 237, 242, and 338) are equipped with "Smart Podiums." The podiums consist of a document camera, video monitor, an electronic tablet for on-screen annotation, and an integrated switcher and control system which controls multiple audio and video inputs to and outputs from the system and a VCR. The podiums are the same as those in the Howard H. Baker, Jr. Federal Court House.

Private and commercial audio-visual sources (like ALI-ABA) as well as events originating live elsewhere in other classrooms can be received in the audio visual services room and displayed elsewhere in the building (either on the permanently installed equipment or portable equipment). For example, a CLE program originating at a remote site (say, New York) can be displayed in the Rare Books Room, or an appellate argument taking place in one classroom can be fed into and seen simultaneously in another classroom.

### Available Portable Equipment

Currently on hand for use is the following portable equipment:

- TV and VCR units on carts
- Camcorders with or without tripods
- Portable cassette players/recorders
- Overhead projectors
- Slide projector
- Interactive videodisc player and workstation on cart
- Computer, VCR, and projector on cart

These items can be reserved by calling LaVaun Browder at 4-2521 or by e-mail to: [browder@libra.law.utk.edu](mailto:browder@libra.law.utk.edu). When reserving equipment please include the date and time period and the place (classroom) that you require the equipment. LaVaun will make arrangements to deliver or provide access to the requested equipment. Please remember when you are finished using portable equipment after normal business hours to return it to the Law Library.

If you need a blank video or audio tape or other supplies (transparencies, pens for use with overhead projectors, etc.), let LaVaun know when you reserve the equipment. If you have any last minute needs for audio or video supplies, contact the Business Office. Also please return all tapes at the end of the semester for degaussing so they can be used again. Transparencies, too, should be returned when they are no longer needed so they can be reused by others.