

MEDIA FACILITIES SCHEDULING AT A GLANCE

LIBRARY BUILDING

AREA	LIB	WHERE TO SCHEDULE	KEY CHECK-OUT
5.1 Mixing Room	1328	EM Front Desk	Media Loan
Library 2-D Animation Lab	1408	Media Loan	Media Loan
A/V Transfer Station*	1520	Media Loan	Media Loan
Audio Mix Bench #1	1525	Media Loan	Media Loan
Audio Mix Bench #2	1523	Media Loan	Media Loan
DV Linear #1	1526	Media Loan	Media Loan
DV Linear #2	1504	Media Loan	Media Loan
DV Non-Linear #1	1522	Media Loan	Media Loan
DV Non-Linear #2	1524	Media Loan	Media Loan
Multimedia Lab (MML)	1404	MML or EM Front Desk	N/A

COMMUNICATIONS BUILDING

AREA	COM	WHERE TO SCHEDULE	KEY CHECK-OUT
8-Track Recording Studio	111A	Audio Studio Calendar in COM Info Office	Media Loan
8-Track Recording Studio	212AF	Audio Work Order / Audio Intern 867-5848	
16-Track Recording Studio	118 & 119	Audio Studio Calendar in COM Info Office Audio Work Order / Audio Intern 867-5848	Media Loan
Com 2-D Animation Lab	332	Media Loan	Media Loan
JK Optical Printer	311B	Media Loan	Media Loan
3-D Animation Lab	308H	Media Loan	Media Loan
Screening Room*	326	COM Info Office	COM Info Office
Film Edit Suites	325 A-G	Media Loan	Media Loan
Moviola Flat-bed	330	Media Loan	Media Loan
Music Technology Lab	343, 344, 346 & 347	Music Tech Lab Aides, COM 349, 867-6862	Media Loan
Oxberry Animation Stand	311A	Media Loan	Media Loan

COM INFO OFFICE

COM 302A - 867-6070

Hours

Mon – Thurs 9:00 am to 9:00 pm
Friday 9am to 1pm & 4pm to 8pm
Saturday 12:00 pm to 8:00 pm
Sunday 1:00 pm to 6:00 pm

MEDIA LOAN

LIB 2504 - 867-6253

Hours

Mon – Thurs 8:30 am to 7:45 pm
Friday 8:30 am to 5:45 pm
Saturday 8:45 am to 12:45 pm
Closed Sunday

ELECTRONIC MEDIA

LIB 1501 – 867-6270

Hours

Mon – Thursday 8:30 am to 7:00 pm
Friday 8:30 am to 6:00 pm
Closed Saturday & Sunday

* **does not require proficiency for usage**

SUPPORT STAFF FOR PROFICIENCY SPACES

Film Edit Suites - Dave Cramton ext. 5505

Audio Studios – Zera Vergara ext. 5277 or Audio Intern Ry Malloy ext. 5848

Music Technology Labs – Peter Randlette ext. 6279 or MTL Intern, Andre Heard ext. 6862

Animation Labs - Angela Goldenstar ext. 6645, Stephanie Zorn ext. 6249, Animation Lab Aide ext. 6139

Multimedia Lab (MML) – Aaron Kruse ext. 6842, MML Lab Aide Desk ext. 5455, or Intern Melissa Bruns ext. 5456

Photo Services, DIS, and Photo Studios – Steve Davis, ext. 6274, or see <http://photo.evergreen.edu>