

Media Labs

The Media Labs in the Jones Center have equipment for digitizing and editing images, sound, and video and can offer a full range of media duplication, transfer, and conversion services.

Guidelines for Work Accepted in the Media Labs

Priority will be given to projects that meet the criteria below in the order listed. For personal and other projects that don't fit within these criteria, Jones staff will provide a list of local or regional vendors.

Course related projects and academic research conducted by faculty, staff and students

Library archiving and preservation projects

Dartmouth administrative co-curricular projects

Alumni projects related to reunions and other class events

Other Dartmouth projects

Rates

\$8.00 per copy for straight duplications and transfers--CD to CD, VHS to VHS, DVD to DVD and cassette to cassette. [Please note: this does not apply to media that require edits, track insertions, clips or excerpting or to Extended Play (EP), Long Play (LP), and 12-bit audio media].

Duplication and transfer projects that require specialized equipment and technical expertise must be done in the Media Labs and are charged at \$30/hour, plus materials. This includes:

--Real time audio cassette, reel-to-reel and wire transfers or duplications

--Recordings, duplications, and transfers from one format or standard to another, including DVD, CD, DAT, MP3 and digital online formats; foreign DVDs, VHS in alternate speeds, Hi-8, Digital-8, 3/4-inch, 3/4-inch SP, 1-inch C, BetacamSP, BetaMax, DV, DVCAM, Mini-DV, DVIX, 16mm film, 8mm film and Super 8mm film.

--Tape repairs

There are no labor or equipment charges for media transferred or duplicated for classroom teaching or student classroom presentations. (This must be specified on "Service Request Form.") Materials used for reproducing media for classroom use are charged at the regular rate (see the "Price List" below).

"Service Request Forms" must be filled out and media and boxes labeled prior to any work being completed.

Turnaround Time

For routine audio and video duplications and transfers, small in number and scope, normal turnaround is 72 hours. Duplications or transfer projects that need specialized equipment and technical expertise, require more time and will be completed as quickly as possible. In this instance, we suggest that you talk directly with the Media Lab staff or e-mail "Jones Media Technical Services" (JMTS). Media Lab staff will provide estimates of the completion date and cost via email for all these projects.

Digital Multimedia Labs

Two Digital Multimedia Labs can be booked for Library media projects and specialized academic projects. All projects intended for these labs must have a "Project Intent Form" completed and submitted to Media Lab staff. Upon approval and prior to lab use, a training program and overview will be scheduled with the point person or persons responsible for the project. During the scheduled lab time, the point person or persons must be present at all times. All materials used in the labs must be purchased through the Jones Media Center or approved by Media Lab staff prior to use.

Off-Air Records

Recordings of TV programs off commercial cable and broadcast networks is performed only for classroom related teaching or for research purposes. Copyright Guidelines governing the requesting and use of off-air recordings can be found at the following URL:

<http://www.dartmouth.edu/copyright/av.html>

Charges for classroom related events are for materials only. Recordings used for research use are charged \$30.00/hour, plus materials.

Multimedia Vendor List

1.

John Tariot
Film Video Digital
Moving Image Transfer and Duplication
35 S. Main St., 3rd Floor
PO Box 411
Hanover, NH 03755
603-643-1531
ask@filmvideodigital.com
<http://www.filmvideodigital.com/>

2.

Roger Kirkhart
Digipodge, LLC
Professional Videography and Video Production Services
17 MacDonald Drive
Nashua, NH 03062
603-888-0015
roger@digipodge.com
<http://www.digipodge.com/>

3.

Stewart Marton
Televideo Productions
802-296-7400
info@televideo.com
<http://www.televideo.com>

4.

Daniel Crowe
Freelancer Digital Video Production
PO Box 437
Hartford, VT 05047
802-296-7211
info@freelancervideo.com
<http://www.freelancervideo.com/>

5.

Joe Goldsberry
Media Concepts
79 South Ave., Rt. 27
Whitman, MA 02382
Joe.Goldsberry@mediaconceptsvideo.com
<http://www.mediaconceptsvideo.com/>

6.

Bob Wiseman

Media Concepts Inc.

331 North Broad Street

Phila, PA 19107

215-923-2545 or 800-650-9812