

Classroom Audio Visual Services (CAVS) - FAQ

Useful Contact Information

General inquiries (**Melissa Elliot**) ext.22761 equipbkg@mcmaster.ca

Manager (**David Kidney**) ext.22764 kidneyd@mcmaster.ca

Office location **Mills Library L305**

Office hours Monday – Friday: 8:00-5:00

Monday – Friday: 4:30-7:30 (student help desk; x 22761)

How do I arrange equipment for my class?

- do you know what you need?
 - complete the form @ <https://library.mcmaster.ca/cavs/booking>, or
 - send an e-mail to equipbkg@mcmaster.ca
- have questions or require personal assistance?
 - call **Melissa Elliot** (ext.22761)
- teaching in MDCL?
 - contact **Carlie Soares** (905-746-0409)
 - she will be happy to familiarize you with the system in those rooms

How do I find what permanent equipment is available in some classrooms?

- check out the Classroom Inventory Directory – this resource is up-dated regularly
 - photographs and descriptions of each classroom on campus
 - equipment use manuals can be found here as well
 - <http://cavs.mcmaster.ca/classinfo/index.htm>

What other equipment is available?

- we offer a full selection of audio-visual equipment from overheads and PA systems, to data projectors.
- not sure how to display a Power-point presentation, or show the slides you took on your visit to Maui? Give us a call and let us know what you need help with.
- **Please note: we do not provide computers.**

How do I access the permanent equipment?

- make sure you book any equipment you wish to use, so we can make sure it is available when you need it
- we may need to perform maintenance on the equipment or to replace equipment which has been stolen from a room. If we know **when** you need it, we'll make sure that the equipment is there for you.
- equipment booking form: <https://library.mcmaster.ca/cavs/booking>
- all permanent equipment is controlled from a **locked box** in the podium
- **combinations for these boxes are changed annually in late August**
- you will receive the combination by return e-mail when you book your equipment
- can't remember the code? Give us a call x22761 and we'll give you the combination over the phone.
- username and password information for in-class computers is also available by phone.

How do I order a video?

- Ordering videos is now done through the library, with the film/video library being housed in Mills Memorial Library.
- search for films/videos @ <http://library.mcmaster.ca/find/video/>
- book a film for classroom viewing @ <http://library.mcmaster.ca/content/media-booking-service>
- all videos being shown in class must be close captioned, as required by the Act for Ontarians with Disabilities (AODA)
- submit requests for captioning @ <http://requestcc.mcmaster.ca/view.php>
- need more help with captioning? Send an email to captioning@mcmaster.ca

Still have questions? Let us help!

- give us a call: 905-525-9140 ext.22761
- send us an email: equipbkg@mcmaster.ca