

Office of Instructional Media Services (IMS) — Services Provided

Instructional Media Services' (IMS) primary function is to support undergraduate classes. To the extent resources are available, IMS also provides limited audiovisual (A/V) support for non-classroom events and activities. Although IMS is not sufficiently staffed to provide labor to operate A/V equipment, IMS can help in locating an on-campus person or outside vendor for hire, or train the event coordinator how to operate the A/V equipment him/herself.

Procedure for Ordering A/V Equipment and Services

When ordering A/V equipment or services, IMS requires sufficient advance notice. Requests must be received at least two (2) weeks in advance for small events (e.g. one piece of traditional A/V equipment, such as a single microphone, overhead projector, TV/VCR). IMS requires **at least three (3) weeks notice**, to ensure adequate preparation time, for more elaborate events requiring set-up and/or operation of complex systems (e.g. data/video projection, sound reinforcement for music, video recording, theatrical lighting, five or more microphones, and requests for support outside of IMS' field support hours listed below). The Director of IMS will determine if it is possible to utilize IMS' equipment and staff, or if such support must be contracted. Advance planning is extremely important with such events.

	EQUIPMENT & SERVICES	RENTAL RATE (INCLUDES DELIVERY/PICK-UP)
RENTAL RATES	Overhead Projector	\$25/per day
	Slide Projector	\$25/per day
	LCD Data/Video Projector*	\$200/per day <i>*Requires advance consultation with IMS, and technical assistance at \$45/per hour with one hour minimum charge.</i>
	19" or 25" TV/VCR or DVD	\$50/per day
	Tripod Projection Screen	\$20/per day
	Cradle-type Screen for the Chapel	\$50/per day
	Microphone (podium, table or standing)	\$25/per day
	Wireless Microphone	\$50/per day
	Portable PA System (voice only)	\$50/per day <i>Microphone(s) not included</i>
	Technical Assistance	\$45/per hour <i>One hour minimum</i>
	Overtime Labor	\$70/per hour <i>Two hour minimum</i>
	Document Camera	\$125/per day
	16mm	N/A
	Camcorder	N/A
	Sound Reinforcement for Musical Performance	<i>Contact IMS for contractor recommendation</i>

Who to Contact

Patrick Ryall, Director of Instructional Media Services

E-mail: msdesk@lclark.edu / Phone: (503) 768-7294

Field support (equipment delivery and set-up service) is available, to the extent resources permit, 8:30 A.M. - 7:00 P.M., Monday - Friday; 9:00 A.M. - 5:00 P.M. on Saturday; closed on Sunday. During the summer, field support is available by appointment only.