

Equipment in the Library

There are no readings for this lecture.

Photocopiers

- This is the machine in libraries that usually cause the most problems.
- Probably the most common problem is paper jams.
- Unfortunately, all photocopiers are different. The key to clearing a paper jam is to know all of the places that you must check for jams.
- This means opening all doors and looking under flaps.
- However, there are places that you want to be careful about. There are places that get very hot and you could burn yourself. Also, be careful to not get covered in toner.

Scanners

- Libraries are providing more computers and related technology to their patrons.
- Scanners allow a patron to scan a paper material and create an electronic version of it.
- For example, converting a photograph into a electronic image that can be sent in an email.
- The most important thing to understand about scanners are the different formats you can create. If it is a picture, you will probably want to create a jpeg. If it is a document, you will probably want to create a pdf file.

Scanners and Optical Character Recognition (OCR)

- Most scanners have the ability to scan a paper document that contains words and create an electronic document that can be edited.
- OCR is getting better and better everyday, however, it is not perfect.
- Mistakes are possible and letters may be incorrect.
- In addition, any formatting that you had in the original document is lost in the conversion.

Microform Readers and Printers

- Although microforms are becoming a dying format, there are still many libraries with microforms.
- In order to view microforms, you would need a special reader.
- These readers are expensive because there is not much demand for them.
- Older microform readers use lenses while newer readers use scanners.
- In addition, microform printers may have similar problems like a regular printer. Examples are paper jams and running out of ink (toner).

Using a Microfilm Reader/Printer

1. Turn the unit on.



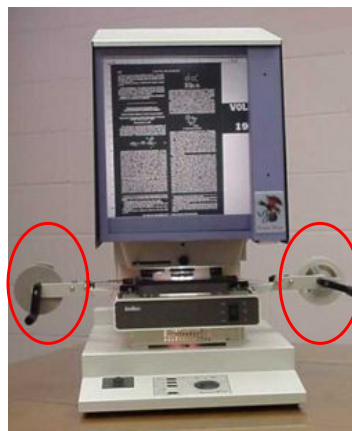
Using a Microfilm Reader/Printer

2. Thread the film through.



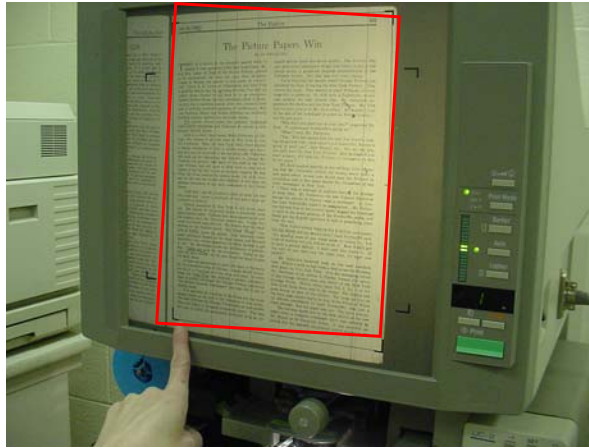
Using a Microfilm Reader/Printer

- Scroll through the reel by using the knobs.



Using a Microfilm Reader/Printer

4. To print, make sure the page you want to print is inside the print lines.



Using the Microfilm Reader/Printer

5. To print, press the Print key.



Computer “Sign Up” Software

- Many libraries have invested in a software system that allows patrons to sign up to use a computer.
- This provides many benefits:
 - only registered users can use the library computers.
 - can set up a time limit on computers so that no one can remain on a computer for an extraordinary amount of time.
 - can have a queue so that if all computers are in use, everyone has a chance to use a computer.

Card Readers

- Instead of having coin boxes, many libraries have converted to using cards to pay for printouts and photocopies.
- Card readers are connected to a network so that any money deposited will be held in an account and then deducted when used.
- A common problem with a card reader is that if there is a network problem, the reader cannot communicate with the accounts.
- A common problem with the cards is damage which prevents the reader from correctly scanning the stripe on the card.

Audio/Visual Equipment

- Many libraries have audio/visual equipment available for patron use.
- This can include CD players, DVD players, VCRs, televisions, headphones and cassette players.

Hooking Up A/V Equipment

- Which cable to use?
 - With high-definition television (HDTV) becoming more and more common, setting up audio visual equipment is becoming more and more complicated.
 - Basically, you need to hook up your video (what you see) and your audio (what you hear)

Types of Video Cables

1. RCA cables (sometimes called composite): These are the most basic cables and have been around forever. There is one cable to connect your video. They provide the poorest quality video. However, every piece of AV equipment has plugs to use RCA cables. This is most likely the cables you will be using in libraries to connect VCRs and DVD players to the televisions.
2. S-video cables: better quality than RCA but not very popular. Newer TVs would be able to use these.
3. Component cables: best quality of all three. Consists of three cables – red, green, blue. However, you would need a newer TV to use these.

Types of Audio Cables

1. RCA cables have two cables for audio – left and right. Probably what you will be using.
2. Coaxial digital cables allow you to have much better sound.
3. Optical digital cables perform the same function as coaxial digital cables to give much better sound

For high-end (and expensive) sound, you would need a separate audio receiver and separate speakers.

Video Cables



RCA cable:
1 for video, 2 for audio



S Video cable:
1 for video, 0 for audio



Component Video cable:
3 for video, 0 for audio

Audio Cables



RCA cable:
1 for video, 2 for audio



Optical Digital Cable:
0 for video, 1 for audio



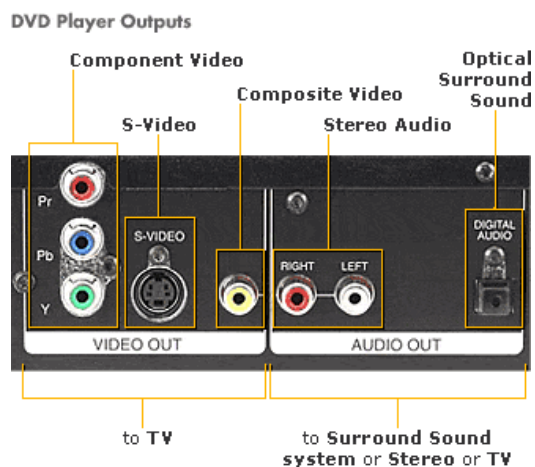
Coaxial Digital Cable:
0 for video, 1 for audio

Making Connections

- Once you have the correct cable(s), which port do you use?
- The important thing to remember is that you want to go OUT from your AV device and IN to your TV.



Example of DVD OUTPUTs



HDMI

- The newest technology to connect AV equipment
- Provides high definition TV (HDTV)
- Contains technology that prevents copying of copyrighted materials
- Only found on new TVs and DVD players.