LIBRARY AUDIO-VISUAL & DIGITAL EQUIPMENT

- Most lecture-style academic classrooms have a DVD player/VCR and monitor on a cart.
- The Ohio Bell auditorium has a DVD player/VCR and monitor on a cart.
- For use of any equipment in the Aitken auditorium, please contact the library staff.
- You may reserve and borrow equipment from the CIA Library including:
  - audio/video/computer cables & adapters
  - boom box with iPod dock/MP3 input carts
  - computer presentation remotes
  - computer speakers
  - digital projectors
  - DVD player/VCR
  - DVD player/VCR & monitor on a cart
  - extension cords
  - headphones
  - laser pointers
  - MAC notebook computers
  - microphones
  - opaque projector
  - overhead projector
  - portable PA
  - portable projection screen
  - record player
  - slide projectors
  - slide trays

- To borrow library equipment:
  ① Reserve the equipment you need. You can reserve in person or by phone: 216.421.7440 or 216.421.7441. NO EMAIL PLEASE!
  ② Bring your CIA ID! You’ll need it to check out any equipment.
  ③ If you don’t know how to use the equipment, you may make an appointment with the AV Services Coordinator (216.421.7441).

Want your TS or student assistant to pick up your equipment? Set up a “proxy” account with the library staff.

To use the equipment in a room other than your regularly scheduled classroom, you must reserve the room by contacting the Institute’s receptionist: 216.421.7000.

Please ask the library staff for more information or for assistance in using equipment.

Please note--The Institute has another digital and AV equipment checkout area located on the third floor of the Joseph McCullough Center. You may contact them at 216.421.7944, or at checkout@cia.edu