
Introduction

Media Services provides technical support and equipment to classrooms and lecture theatres, plus advice, resources and creative facilities for staff and students.

This guide outlines some of the services available at Ladbroke House.

Teaching Support

Teaching support provided by Media Services includes:

- Media replay facilities in teaching rooms, e.g. video playback and data projection.
- Loan of media equipment to staff. A valid ID card will be required.
- Off air/television program recording for the Library. Staff requiring a recording of an off air/television program are asked to make their request via the library (ext. 5148).
- Printout onto OHP acetate of text/graphics from disk. Please give at least 48 hours notice.
- Supply of blank audio and videotape for recording teaching material.
- Media production facilities (i.e. edit suites & studio).

- Video role-play in TV studio.
- Instruction in the use of video cameras and edit suites for students and staff using media in course work.

Booking Media Facilities

All teaching rooms at Ladbroke House have overhead projectors and VHS Video replay facilities.

To book media/replay facilities, teaching staff must first book the room via Room Bookings and contact Media Services separately with their media requirements. Please give 48hrs notice.

Bookings can be made via email to lhmedia@londonmet.ac.uk. Bookings are valid only after return confirmation.

Specialist Rooms

Rooms LH3-21 (video replay room) and LH3-22 (TV Studio) are not part of the normal pool of teaching rooms. These rooms should be booked directly with Media Services. Each of these rooms can accommodate twenty students.

Media Production Training

Whether a module includes video as designated coursework, or should staff simply wish to develop their use of video and other media in their teaching, production training is available from Ray Thompson, Media Resources Officer.

He can be contacted at:
r.thompson@londonmet.ac.uk
x2338 (TB)
x5038 (LH)

Student Support

Media Services is a support service for teaching staff and does not accept bookings from students.

Students wishing to use media facilities should obtain authorisation from their course tutor first. Authorisation forms can be obtained from Media Services staff.

Contacts:

Email:
lhmedia@londonmet.ac.uk

Telephone:
020 7133 5076

Web address:
[www.londonmet.ac.uk/services/sas/
media-services/ladbroke-house/](http://www.londonmet.ac.uk/services/sas/media-services/ladbroke-house/)

Senior Site Technician
Martin Messias x5076
m.messias@londonmet.ac.uk

Media Technician
David Mulugeta x5076
d.mulugeta@londonmet.ac.uk

Media Technician
Ros Hanmer x5076
r.hanmer@londonmet.ac.uk

Media Resources Officer
Ray Thompson x5038
r.thompson@londonmet.ac.uk

Other Media Centres
Learning Centre x2717
Tower Building x2289
Stapleton House x3115
Spring House x2712

Opening Hours:

Semester Time:
Monday to Thursday
09:00 - 20:45
Friday
09:00 - 17:00

Non-semester time:
Monday to Friday
09:00 - 17:00

Phone
020 7133 5076

Location
Room LH3-25

Useful Contacts:

To book a room:
Room Bookings x692304

Maintenance of room fittings:
Property Services x2551

ICT Support
Support Desk x4444

Security and First Aid
Reception x5041

Direct Line
020 7133 5076