



How To Use The Mediatheque

1. LOCATION OF THE MEDIATHEQUE

The Mediatheque is within QUAD.

The address is QUAD, Market Place, Cathedral Quarter, Derby, DE1 3AS.

2. OPENING TIMES FOR THE MEDIATHEQUE

At the time of writing (October 2010) the Mediatheque is open:

11 am to 8 pm daily.

3. BOOKING A VIEWING SESSION

It is possible to turn up on the day and if there are viewing stations available you will be allocated one for a maximum of two hours. There is no charge, but you will have to sign up (in person) to join Mediatheque.

Alternatively you can book a viewing session by phoning **01332 290606**.

4. ON ARRIVAL AT THE MEDIATHEQUE

[To use the viewing station as described below, you need to be familiar with the method of typing numbers and letters into a computer using a keyboard and also with the method of using a mouse to position a pointer on the screen over a command and selecting the command by clicking the mouse.]

4.1 Check in with Reception who will tell you which viewing station to use and give you a piece of paper with a number on it and a pair of headphones. Take the paper and headphones to the viewing station, sit down, and make yourself comfortable. Plug the headphones into the socket near the keyboard on the viewing station.

4.2 You will see a space on the screen facing you into which you should type the number on the piece of paper which the Receptionist gave you, using the keyboard. Then use the mouse to click the pointer on "Start" which is displayed on the screen.

5. SELECTING A FILM TO VIEW ON THE VIEWING STATION

5.1 A new screen display will appear with a number of boxes on it with command words inside the box. Examples of the command words are "BACK", "LOGOUT". Select the command "Detailed Search" and click the left hand mouse button.

5.2 Find a box on the screen with the word "TITLE" alongside it. Move the mouse pointer into this box and click using the left hand mouse button. Type the name of the film in which you are interested into the box. Then use the mouse to move the pointer into a box alongside the "Title" box which has the word "SEARCH" inside it.

5.3 When the pointer is in the "SEARCH" box, click the left hand mouse button One or more titles will appear on the screen – one of the titles will be the one you previously typed into the box in the previous paragraph.

Move the mouse pointer onto the title which you previously typed in and click again using the left hand mouse button.

5.4 Other titles will disappear from the screen and only the title you typed in will be seen on the screen. One or more paragraphs about the film will now appear on the screen and there will also be a box with "WATCH" inside it. You may want to read the paragraph(s) before deciding whether to watch the film. If you do want to watch the film, use the mouse to move the pointer into the "WATCH" box and click using the left hand mouse button. The film will now appear on the screen and the soundtrack (if the film has one) can be heard on the headphones.

6. STOPPING A FILM WHICH IS RUNNING ON A VIEWING STATION

6.1 If you don't take any action, a film will run through from beginning to end. This guide gives the duration of each film so that you can plan how to use your allocated time (up to two hours) on the viewing station most effectively.

6.2 There is no "Stop" button to terminate a film once it has started running. If you wish to terminate it you have the following options:

a) There are two small arrows at the bottom of the screen pointing to the right. If you move the mouse pointer over the right most arrow an advice message will appear "Move forward minutes". If you click using the left hand mouse button on this arrow the film will jump forward minutes. By successively clicking it, the film can be made to keep jumping forward until it has finished. The other arrow pointing to the right will move the film forward by 1 minute if you click using the left hand mouse button.

b) Alternatively a film can be terminated by selecting another (shorter) film to replace the film you are currently viewing. To do this, successively click the box at the top of the screen which has "BACK" inside it until the screen at the beginning of step 5.2 above is displayed. The procedure from 5.2 to 5.4 can then be used to select a new film which when it starts running will replace the film already running.

7. FINISHING A SESSION ON THE VIEWING STATION

7.1 When you want to finish or your allocated time has expired, click the box with the word "LOGOUT" in it.

The screen display will change to that which was displayed at the beginning of step 4.2 above.

7.2 Unplug the headphones and return them to Reception.

8. POINTS TO REMEMBER

8.1 The above instructions may appear to be complicated to begin with but our experience is that it does not take long to become familiar with them if you have previously used a computer. So please persevere because it is worth it.

8.2 The Receptionists are willing to help people to get started but remember they have to deal with new arrivals, and assist other people so they may not be able to spend as much continuous time with you as you might wish.

8.3 Don't panic if you experience a problem with the system, there may be a gremlin in the system. In this case speak to a Receptionist who will assist you as necessary.