

Teleconferencing: Delivering Library Service in the 21st Century

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Your Video Conferencing Purchase decision should be based on three factors:

- Features and functionality you desire
- Your environmental requirements such as room size, lighting, and acoustics
- Your budget to support your VC implementation

Your anticipated use will drive your features and function decision.

Your physical environment will determine things like screen size, microphone and sound requirements, and the need for mobility or not.

The equipment is only one part of your overall budget requirements: Installation, Training and Support must also be considered in your total costs

Before Purchasing:

Have an on-site demo in the room, or a similar room, where the equipment will be located and used.

Have a discussion with the vendor concerning your current bandwidth status, and recommendations or need for additional bandwidth

Discuss any ancillary costs with the vendor that may have not been itemized on the worksheets, ie. VC Content Libraries

Data for Decisions

It may be helpful to utilize the Videoconferencing Checklist (on reverse) when assessing various Videoconferencing alternatives.

Videoconference Equipment Checklist

*	Equipment
*	Point to Point Video Conferencing³ <i>Video conference between two sites</i>
*	Multi-Point Video Conferencing³ <i>Video Conferencing between 2 or more sites</i>
*	HD Video Camera, no Pan/Zoom/Tilt (PZT)¹
*	HD Video Camera with Zoom
*	HD Video Camera with Pan/Zoom/Tilt (PZT)¹
*	Omni-Directional Microphone(s)
*	Integrated VOIP Phone with Microphone(s) & Speaker
*	Simultaneous Data and Video Display
*	Video Display(s)
*	Mobility Cart
*	Environment
*	Room Size
*	Wall Color
*	Lighting
*	Installation, Training and Support²
*	Installation
*	Training
*	Support Agreement
*	Other
*	Video Recording <i>Video recording allows recording of a Video Conference session</i>
*	Video Streaming <i>Streaming media technology allows real time or on demand delivery of recorded or stored multimedia.</i>
*	ISDN Broadband Support Required

¹ May want to consider 2 cameras - 1 facing front, 1 facing rear

² Agreements should be available for review

³ Please consult with vendor regarding bandwidth requirements