

LIBRARY ORIENTATION VIDEO

FILM INFORMATION PACKAGE

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VIDEO DESCRIPTION

Purpose: This video will introduce new students to the library space and the services available in the library. It is intended for new students or students who have not used the library before. The video will provide a quick and to-the-point overview of the main/ most popular services that are available in the library.

Length: Approximately 3.15 minutes long

Overview: The video follows a new student in his/her discovery of the library. The new student is given a tour by a narrator (present in the form of a voice over), who shows the student the library services and various key places within the library. The student interacts with staff at the circulation and reference desks, uses a computer, prints a document, photo-copies a book, has a group study session, and finds a book. As the student uses these services, textual information about the resources is also displayed on the screen which reiterates what the narrator is saying.

CAST LIST

Main Student

- Any gender, 18-22 appearing in age
- No lines
- Appears in all shots EXCEPT 3, 10, 20
- Wearing backpack, casual clothing

Circulation Desk Staff Member

- Any gender, any age (ECSL employee preferred)
- No lines
- Appears in shots 4, 5, 6 and 23
- Wearing staff badge

Reference Desk Staff Member

- Any gender, any age (ECSL employee preferred)
- No lines
- Appears in shots 7, 8, 9
- Wearing staff badge

Additional Students (2-5)

- Mix of genders, variety of ages
- No lines
- Appear in shots 17, 18
- Appear as students; backpacks, casual clothes

PROPS LIST

Book 1

- Short-term loan book
- Should appear in most scenes with student after shot # 6
- Book 1 gets photocopied in shot # 13

Book 2

- Regular stacks book
- Appears in shots 22, 23, 24, 25

Laptop

- Any model
- In scenes 17, 18, 16

Piece of paper

- Should have visible print on it
- Standard 8 1/2 x 11

Backpack

- Solid colour, no clear logo
- Student wears this in all shots

SHOT LIST (Chronological – Post-Production order)

SHOT #	LOCATION	SHOT TYPE	SHOT DESCRIPTION	TEXT ON SCREEN?	TIME
1	Hallway outside front doors of library	Wide	Student approaches library as narration starts	No	5 seconds
2	Outside doors of library	Medium	Student enters library	No	7 seconds
3	Inside 1st floor of library	Panorama (wide)	Overview of first floor as seen from inside the doors	Yes (keep shot to the left)	10 seconds
4	1st floor (circulation desk)	Wide	Front shot on circulation desk. Staff member at circulation desk waves as student approaches	Yes (keep shot to the left)	4 seconds
5	1st floor (circulation desk)	Medium O/S	View from over shoulder of circ. Desk staff member, view of student arriving at desk	Yes (keep shot to the left)	4 seconds
6	1st floor (circulation desk)	Medium	Staff member gives book to student from behind desk. Side angle on interaction.	Yes (keep shot to the left)	5 seconds
7	1st floor (reference desk)	Med-Wide	Camera follows student as they walk to reference desk. Staff member can be seen smiling	No	3 seconds
8	1st floor (reference desk)	Medium	Front angle: Staff member invites student to sit down; student sits down	Yes (keep shot to the left)	5 seconds
9	1 st floor (reference desk)	Medium O/S	Staff member shows student something on computer	Yes (keep shot to the left)	5 seconds
10	1st floor (computer area)	Wide	Camera pans over computer area	No	5 seconds
11	1st floor (computer area)	Medium	Camera from behind: Student sits down at a terminal	No	5 seconds
12	1st floor (computer area)	Close-up	camera zooms on "scanner" sign	No	6 seconds
13	1 st floor (copy area)	Medium	Front angle as student places book on copier	Yes (keep shot to the left)	10 seconds
14	1st floor (print terminal)	Medium	side angle as student approaches print station and inserts their t-card	No	5 seconds
15	1st floor (print terminal)	Medium	camera a bit further back as student takes paper out of printer	No	5 seconds

16	1st floor (study area)	Panorama (wide)	wide shot of the individual study carrels	No	7 seconds
17	1st floor (study area)	Medium - Wide	shot of students working in group	Yes (keep shot to the left)	5 seconds
18	1st floor (study area)	Medium	close-up shot on group working	Yes (keep shot to the left)	5 seconds
19	Stairs	Close-up	camera behind student as they go up stairs	No	3 seconds
20	2nd floor	Wide	panorama of upstairs from the top of stairs	Yes (keep shot to the left)	5 seconds
21	2nd floor	Medium	camera follows student as they walk down a book shelf	Yes (keep shot to the left)	5 seconds
22	2nd floor	Medium	student takes book off the shelf	Yes (keep shot to the left)	5 seconds
23	1st floor (circulation desk)	Medium	Side shot as student hands book to staff member	Yes (keep shot to the left)	5 seconds
24	Outside doors of library	Medium	Camera on library doors as student exits	No	5 seconds

SHOOTING ORDER (on day of filming)

SHOOTING ORDER	SHOT #	LOCATION	SHOT TYPE	DESCRIPTION	TEXT ON SCREEN?	TIME	CAST	PROPS
1. Group-Study Area	17	1st floor (study area)	Medium-Wide	shot of students working in group	Yes (keep shot to the left)	5 seconds	Main student, back-up students	laptops, paper, pens. Book 1 on desk
	18	1st floor (study area)	Medium	close-up shot on group working	Yes (keep shot to the left)	5 seconds	Main student, back-up students	laptops, paper, pens, book 1 on desk
2. Circulation Desk	4	1st floor (circulation desk)	Wide	Front shot on circulation desk. Staff member at circulation desk waves as student approaches	Yes (keep shot to the left)	4 seconds	Circ. Desk staff, main student	—
	5	1st floor (circulation desk)	Medium O/S	View from over shoulder of circ. Desk staff member, view of student arriving at desk	Yes (keep shot to the left)	4 seconds	Circ. Desk staff, main student	—
	6	1st floor (circulation desk)	Medium O/S	Staff member gives book to student from behind desk. Side angle on interaction.	Yes (keep shot to the left)	5 seconds	Circ. Desk staff, main student	Book 1
	23	1st floor (circulation desk)	Medium	Side shot as student hands book to staff member	Yes (keep shot to the left)	5 seconds	Circ. Desk staff, main student	Book 2
3. Reference Desk	7	1st floor (reference desk)	Medium-Wide	Camera follows student as they walk to reference desk. Staff member can be seen smiling	No	3 seconds	Reference staff, main student	Book 1 (in student's hands)
	8	1st floor (reference desk)	Medium	Front angle: Staff member invites student to sit down; student sits down	Yes (keep shot to the left)	5 seconds	Reference staff, main student	Book 1 (in student's hands)
	9	1 st floor (reference desk)	Medium	Staff member shows student something on the computer	Yes (keep shot to the left)	5 seconds	Reference staff, main student	Book 1 (in student's hands)
4. Computer Area	10	1st floor (computer area)	Wide	Camera pans over computer area	No	5 seconds	—	—
	11	1st floor (computer area)	Medium	Camera from behind: Student sits down at a terminal	No	5 seconds	Main student	Book 1 (in student's hands)
	12	1st floor (computer area)	medium to close-up	camera on "scanner" sign	No	6 seconds	—	—

	14	1st floor (print terminal)	Medium	side angle as student approaches print station and inserts their t-card	No	5 seconds	Main student	t-card
	15	1st floor (print terminal)	Medium	camera a bit further back as student takes paper out of printer	No	5 seconds	Main student	Piece of paper
5. Photocopy Area	3	Inside 1st floor of library	Panorama (wide)	Overview of first floor as seen from inside the doors	Yes (keep shot to the left)	10 seconds	Circ. Desk staff and reference staff	—
	13	1st floor (photocopier)	Medium	Front angle as student places book on copier	Yes (keep shot to the left)	10 seconds	Main student	Book 1
6. Stairs	16	1st floor (study area)	Panorama (wide)	wide shot of the individual study carrels	No	7 seconds	Main student	Laptop
	19	Stairs	Medium	camera behind student as they go up stairs	No	3 seconds	Main student	—
7. Second Floor	20	2nd floor	Wide	panorama of upstairs from the top of stairs	Yes (keep shot to the left)	5 seconds	—	—
	21	2nd floor	Medium	camera follows student as they walk down a book shelf	Yes (keep shot to the left)	5 seconds	Main student	—
	22	2nd floor	Medium	student takes book off the shelf	Yes (keep shot to the left)	5 seconds	Main student	Book 2
8. Outside the Library	1	Hallway outside front doors of library	Wide	Student approaches library as narration starts	No	5 seconds	Main student	—
	2	Outside doors of library	Medium	Student enters library	No	7 seconds	Main Student	—
	24	Outside doors of library	Medium	Camera on library doors as student exits	No	5 seconds	Main student	Book 1, Book 2

IDENTIFIED POTENTIAL PROBLEMS

- 1) There is a bright spotlight directly above the entrance to the library. It is impossible to get a shot with the ECSL sign in it that doesn't include this light. When a person stands under the light, their face appears washed-out and weirdly shadow.

Effects Shots: 1, 2, 26, 27

Possible Solutions:

1. Find a way to have the light turned off
2. Cover the light with paper or something
3. Move these shots to another area

- 2) There are some areas in the library where tight corners and desks may prevent the camera operator/ camera equipment from being able to get the desired shot (note: depending on size of camera equipment, this may not be a problem).

Effects Shots: 6, 9, 10, 15, 25

Possible Solutions:

1. In some cases, moving furniture may be possible
2. Change the angle of these shots

- 3) Due to the time of filming (6-9pm), there may be some long shadows from the sun-setting that come in from the large windows


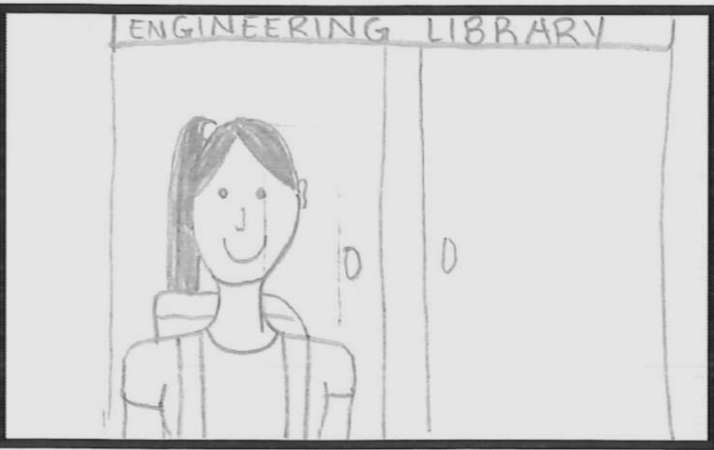
Effects Shots: Every shot taking place on the first floor

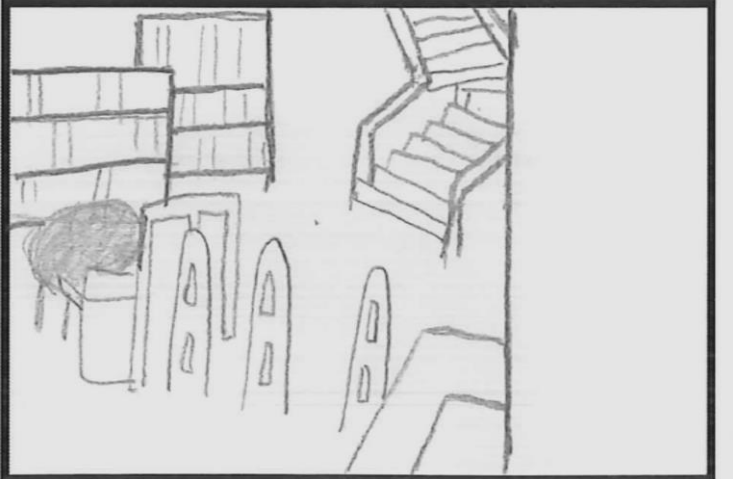

Possible Solutions:


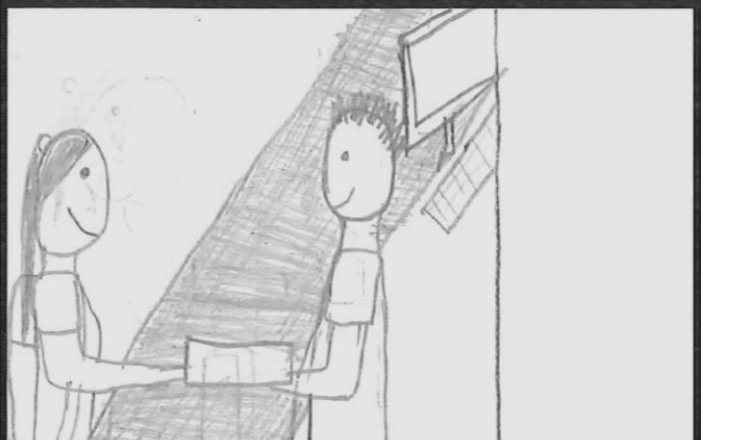
1. Film all scenes on the first floor first to try and beat the sunset (already built into the shooting schedule)
2. Change/ move some angles as we film if shadows are a problem

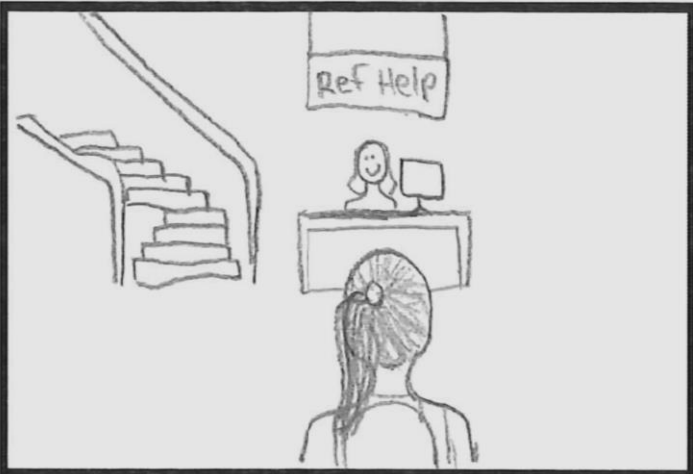

STORYBOARD

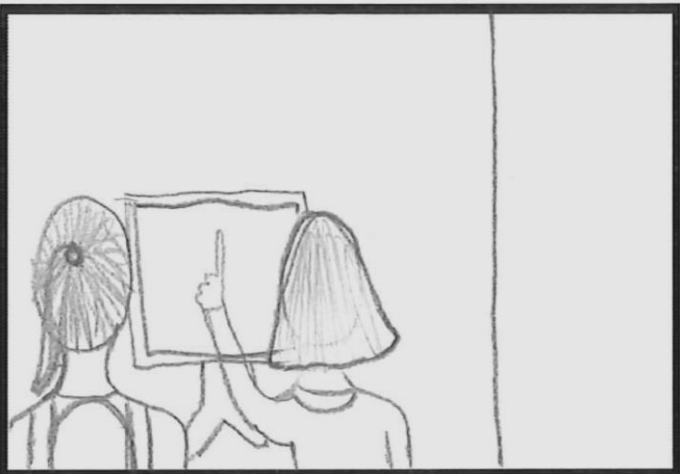
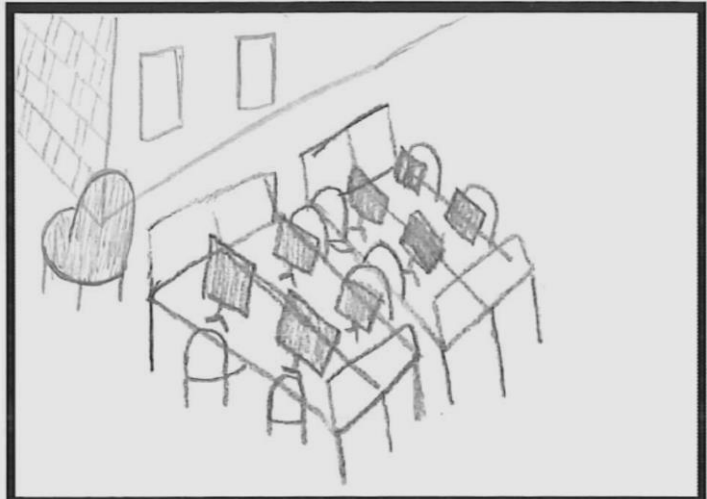
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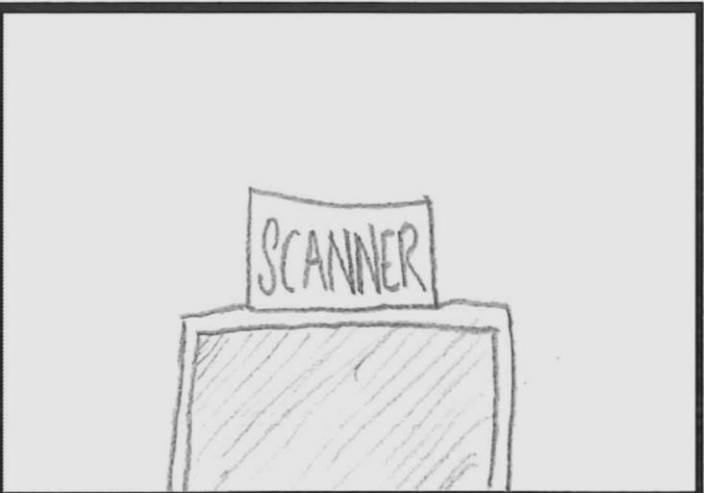
Shot	SCRIPT	CAMERA NOTES	TEXT ON SCREEN	Apx. Time	STORY BOARD
1	Hello and welcome to the University of Toronto's faculty of Engineering! Today I'd like to tell you about the Engineering and Computer Science library...	Student approaches the library.	None	7 seconds	
2	...which is an amazing resource that will help you succeed on all of your projects and research!	Student enters the library.	None	5 seconds	

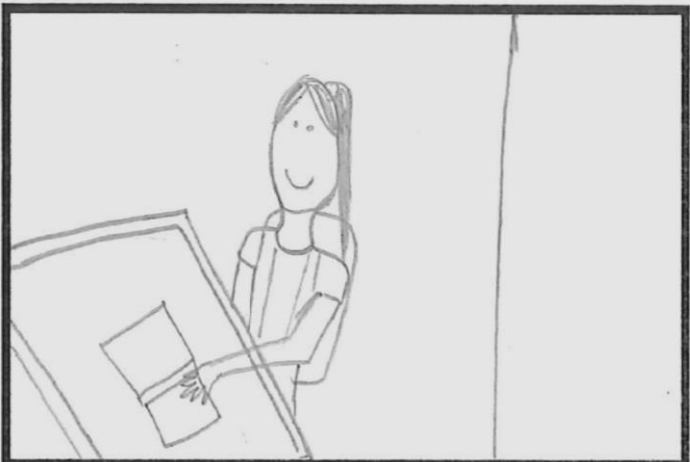
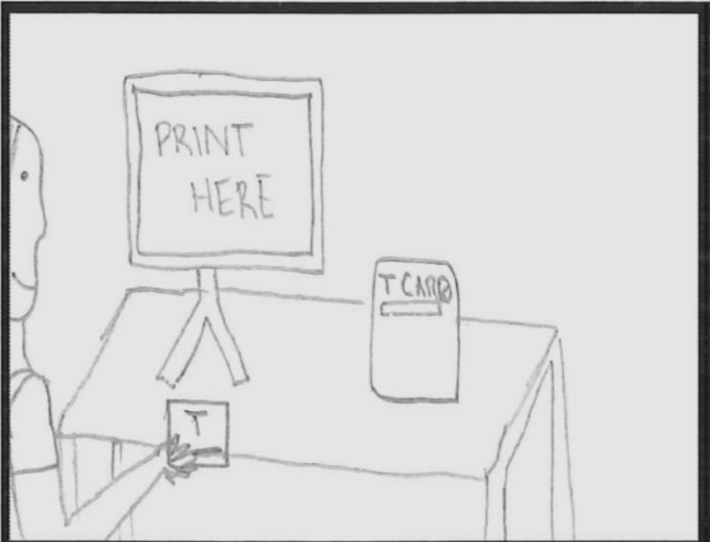
3	<p>In this video, you will learn about some useful tools we have at the library, such as how to check out books, where to go for help, how to access resources, technology available, and our study spaces.</p>	<p>Panorama of library as seen from front doors.</p>	<p>Here's what you'll find out about in this video:</p> <ul style="list-style-type: none"> - Checking out books and other materials - Where to go for help - How to access resources - Technology available - Study Spaces 	11 seconds	
4	<p>Let's start on the first floor at the loan services desk.</p>	<p>Staff member at circulation desk waves as student approaches</p>	<p>Loan Services Desk:</p> <ul style="list-style-type: none"> - check out books - renew materials - pay fines - get directions - access stapler and other stationary equipment 	4 seconds	


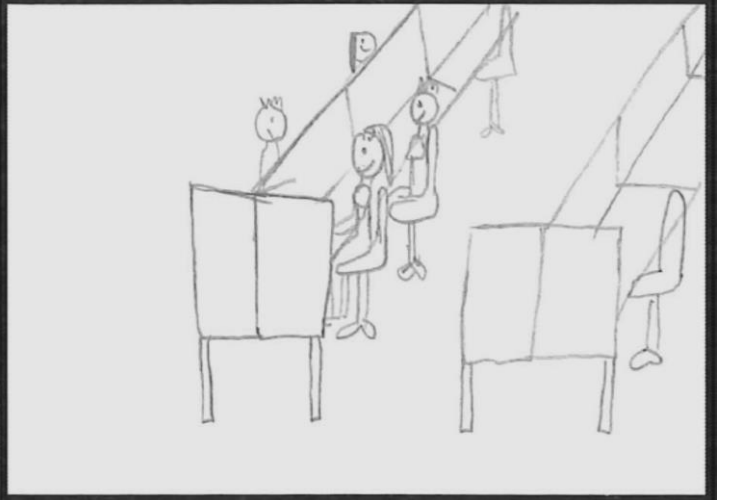
5	Here you can check out books, renew materials, pay fines, get directions, use stationary equipment, and more!	Student arrives at the desk	Loan Services Desk: <ul style="list-style-type: none"> - check out books - renew materials - pay fines -get directions - access stapler and other stationary equipment 	4 seconds	
6	This is also where you can find books that are on course reserves, also known as short term loan.	Staff member is seen checking out a book to the student	Loan Services Desk: <ul style="list-style-type: none"> -Access short term loan (course reserves) items - Be sure to bring your T-Card! 	5 seconds	



7	Across from the circulation desk is the reference desk.	Camera on student as they walk to the reference desk. Reference desk staff waves.		3 seconds	
8	Our reference staff can help you with a variety of things, like finding resources for your paper, showing you how to use our online catalogue...	Ref. desk staff invites student to sit down	Reference Desk: Get help <ul style="list-style-type: none"> - locating resources - searching the online catalogue - managing citations - accessing standards and codes - and more! 	5 seconds	


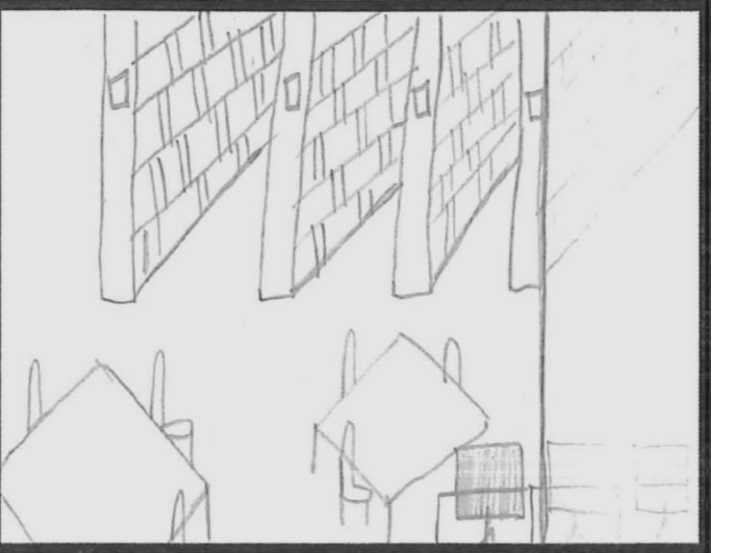
9	<p>...help with managing your citations, and how to access to important materials such as standards and codes.</p>	<p>Student and reference desk staff member talk</p>	<p>Reference Desk: Get help</p> <ul style="list-style-type: none"> - locating resources - searching the online cataloge - managing citations - accessing standards and codes and more! 	<p>5 seconds</p>	
10	<p>We also have a variety of computers on the first floor that you can use any time that you are in the library!</p>	<p>Panorama of computer area</p>	<p>NONE</p>	<p>5 seconds</p>	

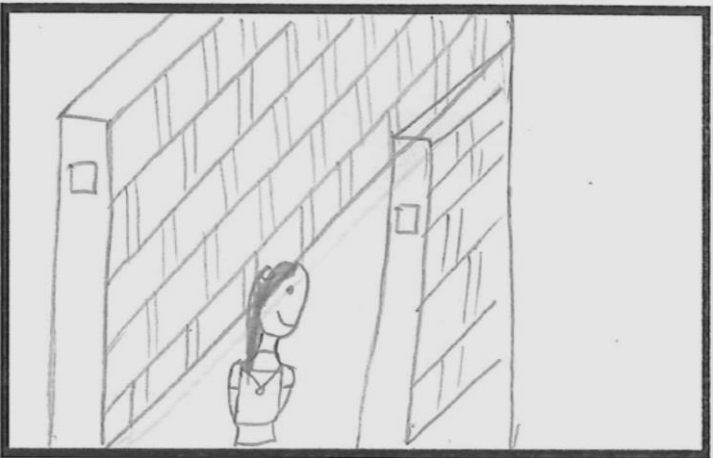

11	They have software such as Microsoft and adobe suite, and of course internet access too.	Student sits down	NONE	5 seconds	
12	If you want to scan directly to a computer, look for one with a "SCANNER" sign on it!	Camera on computer with "scanner" sign on it	NONE	6 seconds	

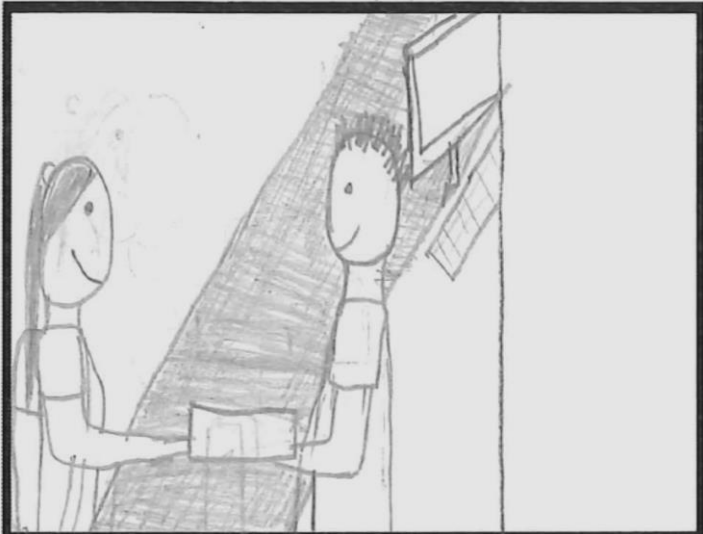
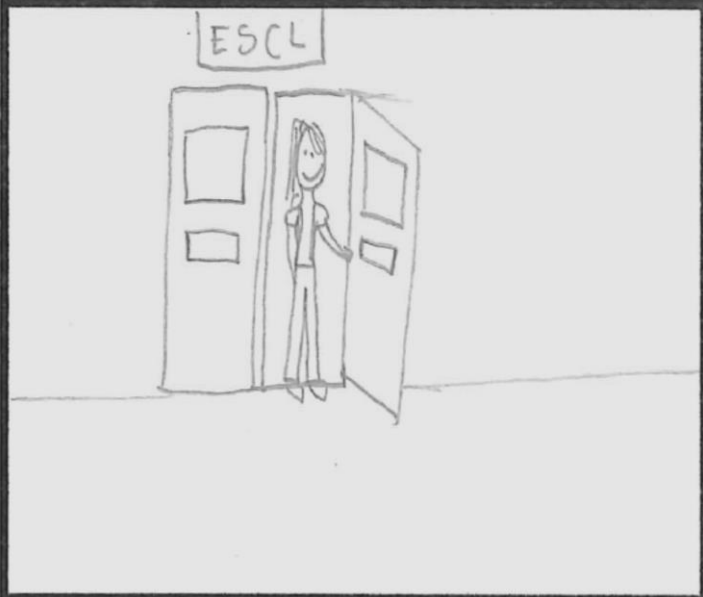
13	<p>You can also use our large scanner and copier machine located beside the front entrance. Scanning is free – just remember to bring your USB, and photo-copying is available for a small fee.</p>	<p>Student places book on photo-copier</p>	<p>Scanning</p> <ul style="list-style-type: none"> - FREE - Bring your USB <p>Photo Copying</p> <ul style="list-style-type: none"> - Small fee/page - Bring your T-Card 	10 seconds	
14	<p>Need to print? You can do that here too! Just send your print job to the printer using any one of our computers.</p>	<p>Student insets T-card into printer terminal</p>	NONE	5 seconds	

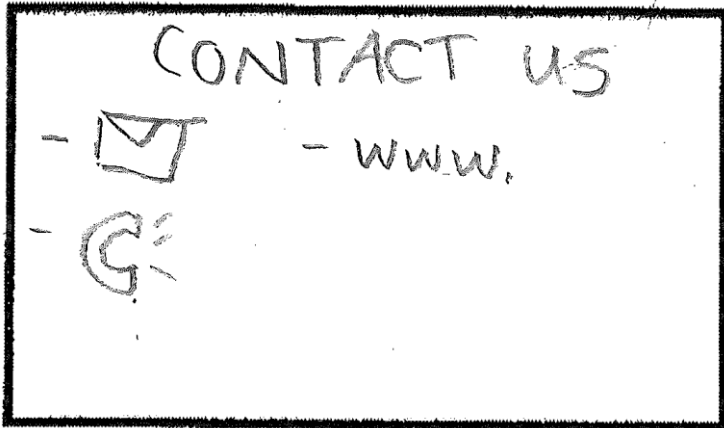
15	Then, release your print job at the printing station using your T-card.	Student retrieves paper from printer	NONE	5 seconds	
16	The library has a various selection of desks and study spaces for you to use. These include personal workstations...	Panorama of individual study carrels in the main area of the library. Our student can be seen working at one of the desks	NONE	7 seconds	

17	<p>..And tables suitable for larger groups. Bring your friends because group work is encouraged, and conversations are permitted!</p>	<p>Student can be seen working with other group members at a larger table</p>	<p>Study Spaces -First Floor: Conversation and group work is okay! -Second Floor: independent, quiet work only</p>	5 seconds	
18	<p>If you want to do group work, stick to the first floor. The second floor is used for quiet study.</p>	<p>Close up on group</p>	<p>Study Spaces -First Floor: Conversation and group work is okay! -Second Floor: independent, quiet work only</p>	5 seconds	

19	Let's head up to the second floor now.	Student walks up staircase (just a few steps)	NONE	3 Seconds	
20	Up here, you will find additional computer workstations, individual desks, and larger tables.	Panorama of upstairs, student is in shot also	Second floor: <ul style="list-style-type: none"> - Quiet study spaces - Book stacks - More computer terminals 	5 seconds	

21	Oh yeah, and we have books up here too! You can search for a book using our website	Student walks down book shelf	Search for books online at engineering.library.utoronto.ca	5 seconds	
22	If you are having any trouble finding a book, remember - you can always ask for assistance at the reference desk!	Student retrieves book from shelf	Search for books online at engineering.library.utoronto.ca	5 seconds	

23	Don't forget to check out your books! Head back downstairs to the loan services desk.	Student checks out book at the circulation desk	Check out a book: <ul style="list-style-type: none"> - You'll need your T-card - Check out at the circulation desk 	5 seconds	
24	This concludes our tour of the Engineering and Computer Science Library!	Student leaves library, looking happy, carrying books	NONE	5 seconds	

25	If you have any questions - contact us. Thanks for joining us on this tour, good luck with your studies, and we'll see you soon!	N/A	Contact us: Online: engineering.library.utoronto.ca In-Person: Sandford Fleming Building, 10 King's College Road, Room 2402 Over Phone: 416-978-6578	7 seconds	 <p>CONTACT US</p> <p>- [envelope icon] - WWW.</p> <p>- [globe icon]</p>
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