The purchase of voice recorders for checkout to Metropolitan State students, faculty, and staff is made possible through funds provided by the Library Endowment of the Metropolitan State University Foundation.

The Metropolitan State University Foundation was established in 1978 by five alumni and friends. Their mission is to assist Metropolitan State University in its development as a comprehensive urban university in the Twin Cities metropolitan area for changing and diverse student needs by generating maximum public awareness as well as governmental and private support.

The university receives less than half its funding from the State of Minnesota. Private gifts make it possible for the Metropolitan State University Foundation to establish important measures of excellence and quality at Metropolitan State and to make a difference in the lives of the diverse student body.

Library & Learning Center

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Quick Start Instructions:

1. **POWER ON.** Turn the power on, by sliding and holding the HOLD●POWER button down until the display appears.

2. **RECORD.** Press REC/PAUSE. The indicator light will be red. Pause the recording by pressing the button again. Press STOP to stop recording. Use the noise cut button on the side to reduce ambient noise.

3. **LISTEN.** To listen to the recording press ENTER. The indicator light will be green. Adjust volume by pressing VOL.-/+ Press STOP to stop recording. To navigate to other recordings, use the FOLDER button.

4. **ERASE.** To erase a single file press the red erase button on the side of the device. To erase all files on the recorder, press the MENU button, press the menu button, scroll down to the pencil icon, scroll down and select Erase All Tracks.

5. **TRANSFER.** To transfer your tracks onto a computer, use the slider on the back of the device to extend the USB jack. Plug into a Mac or PC, and copy the files onto your computer.

6. **MORE.** For additional features and instructions, please see the full operating guide stored on the recorder itself, by connecting the device to a computer and opening the instructions folder.

Policies & Procedures

Who can borrow a voice recorder?
Current students, faculty, & staff of Metropolitan State University may borrow a voice recorder. Community borrowers are not eligible.

How much does it cost?
There is no charge to borrow a voice recorder. It contains one rechargeable AAA battery that should stay with the device, and you can also use your own AAA batteries.

Where can I use the voice recorder?
Voice recorders may be used on or off campus. Please bear in mind that you may incur charges for lost devices or accessories.

Where do I go to check out a voice recorder?
Voice recorders are checked out and returned at the library’s second-floor Circulation Desk. You will be required to complete an agreement form each time you borrow a voice recorder. The form will be kept on file in the library.

How long can I keep the voice recorder?
Voice recorders are checked out for a 7-day loan period. There are no renewals.

Can I reserve a voice recorder for a specific time?
No. Voice recorders are available on a first-come, first-served basis. However, you may place a hold on a voice recorder so that the first one available will be held for you. You then have 48 hours to pick it up.

What will happen if I return the voice recorder after my 7-day loan period is over?
If you are late in returning the voice recorder, there will be a $10.00 late fee for each day it is late.

What happens if I damage the voice recorder while it is checked out to me?
You are responsible for the voice recorder during the loan period. If it is damaged or stolen, you will be assessed the replacement cost. It is important that you keep track of it and treat it with care.

What do I need to do when I am finished with the recorder?
Erase the files and take the recorder to the Circulation Desk on the library’s second floor. Be sure to give it to a staff person, who will check it in for you.

How can I be sure that none of my recordings remain in the recorder?
By pressing the menu button, scrolling down to the pencil icon, and scrolling down to select Erase All Tracks. Once the recorder is returned, library staff will check to make sure that the memory is empty before checking out the recorder to the next borrower.

Caution:
If you do not return the recorder, an immediate hold will be placed on your academic record.