

Manual Mediathek

You can reach us via: hiwi-theater@theater.uni-giessen.de

or by phone : +49 641 99 31224

You can find us at: **Gutenbergstr. 6, room 003.**

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Media

• Types of media

Among the media available at the Mediathek there are **over 2200 DVDs, 4000 VHSs** with various recordings of theatre and dance pieces, documentary movies and fiction films; multiple CDs and also a couple of boxes (e.g. Choreographischer Baukasten, Shattered Anatomies: Traces of body in Performance).

Other important items available for renting from the Mediathek are:

- **MacBook Pro;**
- **4 DVD-drives** (for Apple and Windows);
- **a sewing machine, ironing board, iron, sewing equipment**

• Rental

The official rule for the Mediathek is the following: VHS and DVD can be watched during opening hours. The media library is solely a reference library, therefore media cannot be rented out.

However, the internal agreement in our Institute is that ATW/CuP students are allowed to rent the Media, handling them with great caution and respect and returning them on time, of course. If you'd like to rent a DVD or VHS (the same applies to MacBook, sewing machine and DVD-drives), write us an email or come by during the opening hours. Renewed opening hours are usually announced at the beginning of each semester.

Renting time: 2 weeks, with possibility of extension per request.

• Searching and finding media

In order to search for the specific item, use the [search engine of the library system of JLU](#). The full catalogue of all the media (regularly updated) can be accessed directly at the [following link](#).

• Ordering media

There is a possibility to order the desired media for your research (thesis, term paper, artistic research) through the Mediathek. So in case you need a certain video recording or even a recording of a running piece, write us. We will either buy the media or contact the artist to request the documentation directly from them (we always try hard to contact the artists, but this doesn't always work out, unfortunately).

Also, you are encouraged to propose buying certain pieces/movies for the Mediathek if you think it related to our field and should definitely be there. It is basically the same procedure as if you would order the media for your research, except that in this case we collect these proposals for several months and then order them together. So, in case you need the media quite urgently, let us know that you need it for your research.

- **Video of the final pieces**

There is an obligation for the students creating their final piece to submit the documentation of it to the Mediathek. Therefore, please send us the video file with the documentation of your piece, and we will burn a DVD. You can transfer us the file, bring it on the USB-stick or bring the DVD, whatever is easier for you.

Newsletter

In order to include your works and show announcements in the newsletter and the events calendar on the website, you can fill in the form with all the required info via:

<https://www.uni-giessen.de/de/fbz/fb05/atw/veranstaltungen/einreichung>

• Events

On the website, there is a [calendar for events](#). If you'd like to advertise your event in the calendar or monthly newsletter, please fill in the [form](#). It is obligatory to be named in the newsletter if you've received any funding through the Institute (e.g. MA-projects, HTA money, students' financial support).

• Sign up

In order to receive the institute's newsletter, please sign up [here](#).

• hFMA newsletter and announcements

As some of you might know, our institute has a partnership with Hessian Academy for Film and Media ([hFMA](#)). As a part of this partnership, hFMA is sharing with us their monthly newsletter. In this newsletter they also share information about the achievements of students from the network, which includes all of us.

The point is: if you as an ATW/CuP student or ATW/CuP alumnus received an award (any kind of prize, scholarship or something like this) for a work that you've produced (especially if it is a film!), please contact us and share with us information with the name of the award, the name of your work and your study program. We encourage you to do this since the newsletter of hFMA is sent around to many institutions in Hessen and therefore it can be a very good publicity for you and your work.

Social Media Channels

We have launched two social media channels, one on WhatsApp and one on Telegram - but the content of the channels is identical. There, we share some announcements but also events.

You can join the channels here:

[WHATSAPP](#)

[TELEGRAM](#)

Mailing lists

- **How to send an email through lists**

If you want to send an e-mail to all ATW and CuP students, please send your e-mail to the address all-students-theater-dl@lists.uni-giessen.de

If you want to send an e-mail only to Erasmus students of the Institute, please send your e-mail to the address internationals-theater-dl@lists.uni-giessen.de.

Furthermore, there are the specific lists of each Study program. To send an e-mail to ATW-Bachelors write to hiwis-ba-theater-dl@lists.uni-giessen.de

For ATW-Masters: hiwis-ma-theater-dl@lists.uni-giessen.de

For CuP: hiwis-ma-choreography-dl@lists.uni-giessen.de

If you have graduated from the institute you will automatically be removed from the students mailing lists.

We have created a separate mailing list for alumni. There we inform about job offers, open calls and postgraduate programs. If you want to be included, please write this in the mail: hiwi-theater@theater.uni-giessen.de

For alumnx: alumnx-atw@lists.uni-giessen.de

- **What to send through lists**

Some subjects might find its way through the Lists or an even better way by other means. If you want to announce activities regarding seminars or other events in the institute or invite everyone to a showing of a piece (happening in Gießen or around), you are welcome to send your message through Lists.

- **What happens next**

After you send your e-mail, we (literature Hiwis) will get a notification about the incoming message. Once we approve the request, your e-mail will be sent around to all subscribers of the list. Please note that we do not overuse our editorial power and approve all the e-mail announcements that are addressed to students. Sometimes people by mistake answer to the same address (all-students...) with a message addressed privately to us or to the person who sent the original email. In such cases we answer these messages privately as well.

Please note also that not at all times your messages will be confirmed immediately since we have our working schedules and do not stay in front of the Hiwi mail service all the time. That's why, for example, e-mails sent before the weekend will only be approved on Monday or Tuesday. In some cases it takes

time to approve, for example, when a Lit-Hiwi is on vacation, and especially if there are unexpected disturbances (like the one we had with the Great Hack of JLU). Please be patient and send your email in advance!

- **How to subscribe and unsubscribe from lists**

If you want to subscribe a new email-address to the lists you might want to simply write to us. We are only able to administrate the List from inside the Uni-server.

Website

The Institute has its own website where important information can be found for those interested, but also for current students. The different sections include:

Institute

with information about the lecturers, the student organisation (student council & student representatives) and the cooperation partners.

Studies

with the internal files (see below), lecture times and a link to the eVV.

Art

with the calendar of events, information on the stages and the archive.

Academics

with the calendar of events for academics as well as information on research projects and publications.

The ATW website can be accessed [here](#).

● **Files (internal)**

On the new website there is a page with the internal files, too. You can access the page via [the following link](#). When clicking on the link, a window should appear where you are asked to enter a password. There, you can enter your User ID ("S-Kennung") and password (the same as for studIP).

● **Contacts**

[Here](#), you can find all contacts of the Institute as well as the speaking hours of the teachers.

● **International**

[On this page](#), you can find the contacts of the AAA, links to the Erasmus Program.