

Smith College Assistive Listening Device Procedure

Assistive Listening Devices must be made available in any space that requires amplification. Every room on campus that has a sound system has the ability to support assistive listening devices.

Types of Assistive Listening Devices Available

- FM Belt Pack Receiver with headset
- Induction Neck Loop

Locations

If you are hosting an event in the following locations, you must request Assistive Listening Devices as part of your technology needs within 25 LIVE.

- Ford Hall, Room 240
- John M. Greene Hall
- McConnell Hall, Room 103
- Seelye Hall, Room 106
- Seelye Hall, Room 201
- Stoddard Hall, Auditorium
- Sage Hall, Sweeney Concert Hall
- Wright Hall, Weinstein Auditorium
- Campus Center, Carroll Room
- Conference Center, multiple rooms (for questions on devices, please contact Jessica Vallone at 413-585-6977)

Signs will be posted at each location explaining where to check out the devices.

Staffing

You must either staff these locations for your event or request an Information Technology student consultant to provide staffing. If you use an ITS student consultant, you will be charged \$13.25/hr for the student's time. Two weeks' notice is required to schedule student staff.

If you or someone from your team wants to check out the devices required for your event, please make arrangements to meet an ITS staff person in advance of your event. They will give you access to the devices and show you the checkout process.

If you are outsourcing the audio support for your event, the provider of that service should provide assistive listening devices. If your provider would like to use Smith's devices, a meeting must be arranged between ITS Class and Event Support and your sound vendor.

Questions and Assistance

For specific questions on assistive listening devices, please email: classhelp@smith.edu

For information on special arrangements for people with specific needs at your event, please contact the Office of Disability Services ahead of your event to determine what additional services may be offered.

Office of Disability Services

413-585-2071 | ods@smith.edu

(Monday–Friday, 8:30 a.m.– 4:30 p.m.)

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