

Section: Academic Administration

Section Number: 2.5.7

Subject: Library/Audio-Visual - Use of Equipment

Date of Present Issue: 11/11/11

Date of Previous Issues:
01/79, 10/87

POLICY:

Audio visual equipment on campus is inventoried, maintained, and controlled through the audio visual area of the Library. This equipment (and any associated software programs) is set up and delivered to classrooms upon request from faculty and staff members provided a minimum of **twenty-four** hours notice is given to the Center.

PROCEDURE

UNIVERSITY USE OF EQUIPMENT

WHO	DOES WHAT
Delivered Equipment	
Requestor	1. Requests needed equipment by one of the following two methods: 1. Completes online equipment request form: http://www.lssu.edu/av/res/index.php 2. Call by phone to reserve needed AV equipment. Extension 2400.
Audio-Visual Services	1. Fills out an equipment request form, noting the requestors name, date equipment needed, time and retrieval of equipment, location to which equipment is to be delivered. 2. Delivers and picks up requested equipment.
Personal Pick-up of Equipment	
Requestor	1. Requests needed equipment by one of the following two methods: 1. Completes online equipment request form: http://www.lssu.edu/av/res/index.php 2. Call by phone to reserve needed AV equipment. Extension 2400.
Audio-Visual Services	1. Fills out equipment request form, with name of requestor, dates picked up, return date, AV equipment identification number and has the requestor sign. 2. Retains signed form and files in the Equipment Out file.
Requestor	1. Returns equipment to AV Services on the specified date and time.

NON-UNIVERSITY USE OF EQUIPMENT

Organizations, clubs, or individuals may rent AV equipment for non-University functions provided the equipment is available. **This includes all use of equipment on campus for non university events.**

WHO	DOES WHAT
Requestor	1. Requests needed equipment through the Audio Visual Services area using one of the following two methods: 1. Completes online equipment request form: http://www.lssu.edu/av/res/index.php 2. Call by phone to reserve needed AV equipment. Extension 2400.
Audio-Visual Services	1. Completes the charge out form (including the AV equipment identification number), and has the requestor sign the form. Charges are on a per item basis. 2. Checks the current usage fees. http://www.lssu.edu/av/documents/NON-UNIVERSITYUSEOFEQUIPMENT_000.pdf 3. Collects usage fees in cash, check, or chargeback from requestor when picking up the equipment. Makes receipt for payment and gives requestor a copy of the receipt. 4. Deposit funds in the Cashier's Office to the supply account and keeps receipt on file.
Requestor	1. Returns equipment to AV Services on specified date and time.

Revision Date	Revision Summary	Revision Made By	Title/Dept.
10-28-2011	1. Changed the minimum notice for equipment request to 24 hours from 4 hours. 2. Updated the procedures to include the newly	Stephen Eles	Multimedia Specialist / Audio Visual Department

<p>implemented audio visual online equipment request form.</p> <p>3. Updated the Non-University use of equipment section to include the link to the equipment request form available through the Audio Visual Department's website.</p>		
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