

Distribution of Audiovisual Equipment

I. Authorized Users

1. University Staff members with validated ID cards may borrow equipment subject to the policies given below (Section II-IV). Please call ext. 231-5684 to reserve equipment.
2. University employee without staff ID cards (e.g. graduate assistance and hourly wage employees) may borrow equipment if a letter of authorization from a faculty member for such use is on file.
3. Undergraduate students may borrow equipment, as specified in policies for student use of audiovisual equipment.
4. Persons not employed by the University are not allowed to borrow equipment. They may be of assistance by picking up equipment if they are authorized to do so in writing by a University employee.

Please note that all above users are subject to the following policy: Audiovisual equipment is to be used for University functions only. Private, personal, and unauthorized use is prohibited. University users include Administrative, Academic, Research and Extension (co-op) programs only.

II. Loan Periods

1. Short-term loan
 - a. Maximum loan period is two weeks for faculty and staff. Reservations by request are handled in the order received. Course or project identification is required. Justification may be required.
 - b. Maximum Loan period is three working days for students. All student loans require authorization and identification.
2. Long-Term Loans

By definition, all loans exceeding two weeks will be subject to the following policies:

 - a. These loans must be requested two weeks in advance of beginning date.
 - b. Loans exceeding 30 days; the user must furnish replacement lamps, batteries, and accessories.
 - c. Loans exceeding an academic period: All maintenance costs must be assumed by the using department after the first 90 days of the loan period.
 - d. All long-term loans are subject to approval and require compliance with policies as follows: Justification of need is required, to include course, projector or budget identification and verification; class room project times, dates and location of use may be required. The long-term request form must be completed and returned to Classroom Audiovisual Services prior to issue date as requested. *(letter of request and justification accompanied by a University Interdepartmental service Request may be substituted for the long-term request form.)

III. Overdue/Non-Return of Equipment

All Loans are for a designated period and must be returned by the date of termination. Users holding equipment and accessories past the due date will be prohibited from the use of other equipment and services. (Failure to return equipment per agreement may result in the borrower being charged the full replacement cost of the equipment.)

IV. Lost or Stolen Equipment

Failure to report loss or theft of equipment will result in the borrower being charged the full replacement cost of the equipment. Loss or theft is to be reported as soon as possible to Classroom Audiovisual Services (Ext. 231-5684) and may require substantiation in writing.

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