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HSM Policy – Audio/Visual Equipment	
Effective Date: February 19, 2004	
Reference: Current Procedure	

Statement of Purpose:

Audio/visual equipment is available for check out and use within the department by faculty and staff members for programs, meetings, course instruction, and other department related events.

Equipment Definition

Standard classroom equipment consists of one overhead projector, one LCD projector, a dedicated computer system, DVD and VCR. The standard equipment will be stored in the designated area during normal class instruction.

Non-standard equipment consists of all other audio/visual equipment needs beyond the standard. Non-standard equipment has to be checked in and out through the A/V support person.

Procedure:

Equipment Reservation

The requestor should submit a completed equipment request form to the A/V support person to reserve the necessary equipment. Equipment availability is determined on a first-come-first-served basis with the proper reservation.

Equipment Distribution

The requestor should contact the A/V support person to check out and pick up equipment.

If the equipment reservation is during normal business hours, the requestor should check out and pick up equipment at least one (1) hour prior to the event.

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If the equipment reservation is outside of normal business hours, the requestor should check out and pick up equipment:

- Early Morning (pre-business hours) reservation: before the close of the previous business day;
- Evening (post-business hours) reservation: before the close of the same business day;
- Weekend (Saturday, Sunday and holidays) reservation: before the close of the business day prior to the weekend/holiday.

Equipment Location

Equipment should be stored in the designated A/V room until it is checked out and picked up by the requestor. Once equipment has been checked out, it is the responsibility of the requestor until the equipment is returned and properly checked in.

The standard equipment used for course instruction consists of one LCD projector and one overhead projector, a dedicated computer system, DVD and VCR. When course instruction ends, the standard equipment should be stored in the designated area by the instructor.

Equipment Setup

Equipment setup is the responsibility of the requestor. Equipment training is available upon request at least one week prior to the event.

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Equipment Return

Equipment should be returned and checked in to the A/V support person at the conclusion of the event.

Equipment used for an event during normal business hours should be returned and properly checked in by the requestor on the same business day.

Equipment used before or after business hours and on weekends, should be stored in a secure area until the start of the next normal business day when it can be properly checked in with the A/V support person.

Attachments

Attachment A: Equipment Request Form

Attachment B: Audio/Visual Equipment List