

MAINTENANCE AND CONTROL OF AUDIOVISUAL EQUIPMENT

All A-V equipment is for the use of all teachers regardless of the department or teacher originally requesting purchase. (Exception: Equipment purchased as part of a specific federal project which restricts its general use.)

All A-V equipment shall be signed out one day in advance of planned use.

- A. Sign-out is on a first-come, first-served basis.
- B. Check sign-out sheet carefully for proper type of equipment and availability for period needed.
- C. Sign out each day equipment is needed.

All A-V equipment shall be returned to the storage area before 2:15 p.m. each day unless arrangements are made in advance for return at a later time.

All A-V equipment signed out will be delivered to the first teacher using it before classes start in the morning. The teacher should check the tag to see whether or not the equipment is to be used by another teacher later in the day. If so, he/she should see that it is delivered on time.

Teachers using the equipment are responsible for it and should see that it is not left where it can be damaged. If all teachers cooperate, this system should work, and the equipment will be more readily available for all to use.

Adopted: PRIOR to 1988