

# Audio Visual Equipment Policy

The use of AV equipment is for academic purposes ONLY. They are not to be checked out for personal use.

## Faculty and Staff are responsible for:

- Picking up and returning equipment to lending library. Make sure you return equipment to the library on time.
- A two-day loan period for all AV equipment. Extensions may be granted.
- Keeping equipment in their possession. Equipment is not to be passed on to another staff member nor stored indefinitely in his or her own classroom. As long as the equipment is checked out in your name, you will be responsible for its use.
- Purchasing own supplies, including tapes, discs, film etc. These items will come from borrower's department materials and supplies.
- Replacing any missing, lost, or damaged equipment. This will be discussed with your administrator, and funds will be determined by administrator.
- Reporting any problems, damages, lost equipment (batteries, cables, charger, cases, etc.) to the IT Dept via email to [techteam@wccsk12.org](mailto:techteam@wccsk12.org).
- Charging the batteries. Recharge after use. It is suggested that you check to make sure the batteries are charged when you check them out. The library staff and IT Dept will not be responsible for recharging batteries.
- Reading and abiding by copyright laws and policy in the teacher handbook.
- Placing reservations at least 2 weeks in advance in main library of service.
- Checking on reservations 2 days prior to use.

## IT Dept will be responsible for:

- Training when needed or requested.
- Maintenance and repairs. Report all problems via email to [techteam@wccsk12.org](mailto:techteam@wccsk12.org).
- Approving AV budget requests.
- Purchasing and replacing batteries and video adapters.

## Libraries will be responsible for:

- Housing and circulating the equipment.
- Barcoding the equipment for circulation.
- Developing and maintaining a reservation system.
- Sending out overdue notices.
- Housing extra batteries.
- Providing copies of instructions for the equipment.
- Loaning equipment to faculty who have been unable to place reservations in their main library of service.

Adopted September 8, 1999

Revised April 12, 2009