

Operational Policy for the Use of Riverland Audio-Visual Equipment

This proposal covers AV equipment that is inventoried and/or circulated from the AV Department.

Internal Use of AV Equipment

Currently most classrooms are equipped with overhead projectors, videotape recorders, television sets and wall or free standing screens. Additional equipment should be requested through the AV Dept in the respective buildings. This should be done by e-mail to the appropriate campus e-mail AV address, AU AV Requests.river.cc.mn.us or AL AV Requests.river.cc.mn.us or OW AV Requests.cc.mn.us. In an emergency requests can be made by phone or in person. Requests should be made 24 hours in advance. Requests will be fulfilled on a first-come, first-served basis.

Students will be allowed use of AV equipment for classroom or special project use. The equipment must be used within the buildings. Departments will be responsible for replacement/repair costs should the equipment be damaged or lost. Students may be asked to contact an instructor for permission to use the equipment.

The AV Department will make arrangements for obtaining consumable items, i.e., videotapes, audiotapes and paper for flip charts. In most cases, these items will be purchased from the bookstore and charged to individual department budgets.

Internal Use of AV Equipment by the Public

The AV Department will supply AV equipment to public groups who are using the items on campus under these provisions:

1. A fee of \$25 will be charged for each piece of equipment used. The Business Office will collect the fee.
2. Provisions for use are made 24 hours in advance.
3. The request form is a part of the facilities request form, a copy of that form should come to the appropriate AV department.

External Use of AV Equipment

External use of AV equipment by Riverland staff is permitted if the equipment is over \$500; however, Riverland staff will not be allowed to reserve equipment for outside organizations unless they are participating in the event. Requests for use can be done by email, phone, or in writing. Requests should be made 24 hours in advance. Requests will be fulfilled on a first-come, first-served basis as equipment is available.

The public will be permitted to use some AV equipment off campus with the following provisions:

1. The replacement value of each piece of equipment is less than \$500.
2. The user will sign an agreement on the condition of the equipment being used and agrees to be responsible for replacement or repair costs if equipment is not returned in similar working order.
3. A \$25 usage fee will be charged for each piece of equipment used. The fee will be paid in advance to the Business Office.

Rationale

This policy is being submitted to Leadership Council with the following rationale.

1. Expensive equipment has the potential of being returned in need of repair.
2. Replacement costs for bulbs for LCD projectors are very expensive.
3. The cost of a LCD projector is \$2,500 and up.

4. Use by external parties causes additional wear on equipment, it is logical that some of that cost should be recovered.

h:blo\doc\policies\audio visual equipment usage

Revised 02/23/2004