

<b>Selkirk College Policies and Procedures</b>		Title and number	<b>7100 Use of College Audio Visual Equipment</b>		
		Replaces	B7000.2		
		Effective	2001-11-01	Next review :	2006-11-01
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		2002-04-14	
Audio Visual Technician	Audio Visual Technician	Recommended/Approved by Education Council		2002-05-08	
		Approved by President		2002-05-10	

## 1 POLICY

Selkirk College will attempt to provide an adequate level of support to the various components of Selkirk College and the Community in the area of Audio Visual Equipment and related services.

In all instances, the instructional component of Selkirk College has priority over community use of equipment.

Dependent on the availability of resources, the Audio Visual Technician may designate certain pieces of equipment available to the community. A booking charge approved by the President for community use shall be assessed.

## 2 ADMINISTRATIVE REGULATIONS

### Categories of Borrowers:

- A. Instructors
- B. Students
- C. Other Employees of the College
- D. Community

### Equipment Use:

#### A. Instructors

Most A/V equipment is available for use by instructors for instructional purposes. Instructors wishing to use equipment for non-instructional purposes are considered to be community borrowers.

#### B. Students

1. Students wishing to use equipment for non-course related purposes are considered to be community borrowers.
2. The following equipment can be used by students without instructor approval:

- general purpose audio cassette recorders.
  - designated photographic equipment.
  - designated projection equipment.
  - equipment purchased by the student funded Technology Fee.
3. Equipment requiring the approval of course instructor include (see Appendix A):
- special purpose and special application audio, photographic and projector equipment.

C. Other Employees

Most A/V equipment is available for use by employees for College-related activities. Employees wishing to use equipment for non-College related activities are considered to be community borrowers.

D. Community

1. Depending on availability, certain equipment may be available to the community.
2. The A/V department reserves the right to cancel any reservation if the equipment is required by Selkirk College for instructional purposes.
3. If the equipment borrowed becomes damaged or lost during the term of the loan, and repairs or replacements are necessary, the borrower will pay the College for repairs or replacement.
4. The borrower acknowledges that Selkirk College shall not have any liability to the borrower whether in contract or in tort for any loss, damage or injury including loss of business or profit or other consequential loss, even if the College has been advised to the possibility of such loss.
5. Funds generated from booking charges will be used to repair, maintain or replace audio visual equipment.

If the audio visual equipment is to be used on campus by the community and the equipment has to be moved or set up by the Audio Visual Department, a charge for this additional service may be levied.

6. The normal minimum booking notice required is 48 hours.

Emergency bookings MAY be accepted with less than minimum notice at the discretion of the Coordinator of Audio Visual Services.

7. The booking charges shall be as set out in Appendix B. Payment in advance is required.

### **Loan Periods:**

Loan periods may vary depending on equipment availability and user requirements.

Long-term loans of A/V equipment may be granted at the discretion of the Audio Visual Technician in consultation with the Department Head.

### **Renewals:**

Any signed-out equipment may be renewed at the end of the appropriate loan period as long as no reservation has been placed on it. A maximum of three renewals will be permitted without presentation of the equipment.

### **Overdue Materials:**

Borrowers are encouraged to return equipment promptly, whether or not the loan period has expired, to make it as widely available as possible. Failure to return equipment on or before the expiration of the loan period will result in that item being considered overdue or lost, and its borrower subject to penalty or sanction.

### **Penalties/Sanctions:**

- (a) Borrowing privileges may be suspended or cancelled in cases of infractions such as, failure to pay charges, late returns, or loss or damage of A/V equipment.
- (b) Late return of equipment--A penalty equal to the booking charges as set forth in Appendix B shall be levied for each working day the A/V equipment is returned late.

## **3 ADMINISTRATIVE PROCEDURES**

1. The borrower contacts the Audio Visual Department and reserves the desired equipment.
2. If equipment is available, the Audio Visual Department will take the reservation and inform borrower of the cost (if any) and the conditions of the loan.
3. The Community borrower will sign a booking contract at the time of receiving equipment (see Appendix C).
4. If orientation to the equipment is required, this will be provided by Audio Visual Department.

---

### **Other relevant policies:**

7000 Library Services, 9300 Computer Assistance Plan, 4200 Responsible Use of College Facilities and Equipment

**Key words:** .....

Audio Visual, Equipment, Borrow

**APPENDIX A**

DATE:

**Equipment Approval Form**

This is to certify that (NAME OF STUDENT)

requires (DESCRIPTION OF EQUIPMENT)

for course number \_\_\_\_\_ and should be allowed the use of this equipment.

APPENDIX B

Booking Charges



Note from Computer Services  
recommended rates – These are  
in line with vendors in the area

Projectors and Accessories		Daily
Slide Projector .....	25.00	
Overhead Projector.....	25.00	
16 Millimeter Projector .....	40.00	
Screen.....	15.00	
Dissolve unit .....	15.00	
TV's, VCRs, Camcorders, Cameras		
SVGA Projector .....	199.00	
VCR .....	25.00	
TV .....	25.00	
TV/VCR.....	40.00	
Camcorder .....	60.00	
Digital Camera .....	60.00	
Sound Equipment		
PA system.....	95.00	
Podium unit.....	40.00	
Mixer, 12-channel .....	50.00	
Mic, wireless .....	45.00	
Mic, wired.....	20.00	
Stands and Flipcharts		
Projector stand.....	25.00	
Flipchart stand .....	15.00	
Whiteboard stand.....	15.00	

# Invoice

# Selkirk College



## Audio Visual Equipment Loan

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Drivers Licence # \_\_\_\_\_

Description of Equipment:

Number of Days: \_\_\_\_\_

Total Amount/Day : \_\_\_\_\_

Date Out: \_\_\_\_\_

Date Back: \_\_\_\_\_

### Conditions:

If the equipment borrowed becomes damaged or lost during the term of the loan which necessitates repair or replacement the borrow will pay the College for repairs or replacement.

I have read and agree to the above conditions.

\_\_\_\_\_

---

Office use only

Payment received by: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Account to be credited: 10-10-351100-8999 \_\_\_\_\_

GST 10-00-002000-2012 \_\_\_\_\_