

Circulation of Audio-Visual Equipment

- Faculty and staff members may reserve AV equipment (by phone, e-mail, and in person) on a first-come, first-served basis. Students may borrow equipment for in-library use only to view instructional materials.
- Faculty and staff members must make requests for multiple pieces or special equipment at least one week in advance. Persons requesting media equipment for special events must make arrangements with the LRC Media Center in advance. Students may borrow equipment for classroom use only, via their instructor making reservations with the LRC Coordinator or the Media Specialist.
- Faculty and staff are responsible for pick-up and return of all AV equipment to the LRC during regular hours of operation. Faculty members must pick-up and return equipment to the Administrative or Faculty Office when the LRC is closed. Failure to comply will result in the loss of borrowing privileges.
- Faculty and staff must show their I.D. or class roster when picking up equipment. If a student picks up equipment for an instructor, the student must present the instructor's I.D.
- Requests for AV/TV instructional equipment for weekend community activities and special events must follow the above procedure.
- Students may borrow equipment for classroom use. Their instructor must make the equipment reservations with the LRC Coordinator or staff.
- LRC Form: **AV Equipment Semester Reservation Request**. Semester Reservation requests will not be accepted until the first day of the classes. Semester Reservation requests may not be available at all campuses. Check with your campus LRC for more information.