

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 5	DIRECTIVE NO. G3
	ORIGINATOR Director, Instructional Technology	
	APPROVED BY V.P., Student Life & Human Resources	
TITLE AUDIO-VISUAL EQUIPMENT	EFFECTIVE DATE 1995.01.01	REPLACES 1988.11.02

PREAMBLE

1. Audio-visual equipment is defined as instructional support equipment required to produce or present, project or replay learning media. This policy provides guidelines for the following reasons:
 - 1.1 to provide overall control of college audio-visual equipment;
 - 1.2 to achieve an optimal allocation of equipment among users for varying loan periods based on need and use;
 - 1.3 to ensure compatibility as much as possible among equipment types purchased;
 - 1.4 to provide ready availability to repair parts, replacement lamps, etc., at cost effective bulk prices;
 - 1.5 to provide back-up for malfunctioning equipment from central booking point;
 - 1.6 to replace systematically equipment which is obsolete, worn-out or beyond repair;
 - 1.7 to ensure a viable preventive maintenance program;
 - 1.8 to provide a focus for expertise on equipment selection and evaluation in the College.

POLICY

The Resource Centre is responsible for the purchase, maintenance, repair and inventory control of all audio-visual or instructional support equipment in the College. The exception is audio-visual equipment which is an integral part of the curriculum taught in such programs as Photography, RTV or Journalism. Such equipment is purchased, maintained and controlled by the appropriate school.

1. Purchases

The Resource Centre acquires various types of equipment based on the needs and demands of College faculty, staff and students. Equipment purchases are identified after consultation between the Resource Centre Manager and appropriate staff. Reasonable advance notice of new equipment requirements is essential. Equipment is controlled on the Resource Centre inventory and maintained or repaired by Resource Centre technical staff.

2. Loans

The Resource Centre lends audio-visual equipment and reusable instructional supplies to anyone involved in learning activities relating to College courses. Loan periods vary and are generally as short as possible in order to accommodate heavy demands. Resource Centre staff are pleased to provide instructions on how to operate unfamiliar equipment to anyone requesting this service. Equipment and supplies are normally lent for on-campus use.

Users are responsible for equipment borrowed and a system of penalties exists to ensure that the procedures are followed. College audio-visual equipment is not to be used for commercial (i.e. money-making) purposes by the borrower.

The Resource Centre reserves the right to cancel lower priority bookings up to 24 hours prior to the required date if a higher priority loan request conflicts. In such cases, the user will be notified of the cancellation by Resource Centre staff.

The Resource Centre reserves the right to deny loans of certain pieces of equipment, i.e. camcorders and cameras, to faculty, staff and community groups for personal use during the fall and winter semesters due to heavy demand and limited supply.

PROCEDURES, ROLES AND RESPONSIBILITIES

1. Instructional Assistance

To arrange for instruction on how to operate unfamiliar equipment, users should request assistance from audio-visual staff prior to picking up equipment. The Resource Centre will offer instruction on how to operate A.V. equipment upon request.

2. Loan Priorities

The following are the current priorities for equipment loans:

Priority 1: loans are for equipment needed for classroom use;

Priority 2: loans are for equipment needed to complete assignments or projects;

Priority 3: loans are for equipment needed by community associations for group use; and

Priority 4: loans are for equipment needed by College staff for personal use, i.e. for purposes not related to College sponsored learning activities.

3. Loan Periods

Loan periods are negotiated when the equipment is booked. In order to accommodate demand, loan periods are usually as short as possible. Semester loans of certain types of equipment to a department may be arranged if use warrants the long term deposit.

4. Loan Reservations

An equipment request form, available at campus Resource Centres, must be completed by each user. To ensure availability, equipment should be reserved in advance. Normally, equipment must be picked up and returned to the Resource Centre.

The Resource Centre reserves the right to limit quantities of equipment booked at any one time to a user or group of users.

5. Loans to Community Groups

Non-profit community groups may borrow equipment providing an authorizing letter is presented which establishes the identify of the organization and its responsible officers. Equipment reservations for community groups should be made at least three (3) working days before the required date.

6. Loans Off-Campus

Off-campus loans are available to users if the learning activity is related to a College course or if the equipment is needed by a non-profit community association for group use.

Algonquin staff may borrow equipment for personal reasons for off-campus use if

the equipment is not otherwise in demand. Other users needing equipment for personal reasons must use equipment on-campus. Resource Centre staff will be pleased to provide information on alternative sources of rental equipment.

7. Loans - Instructional Supplies

Users requiring reusable instructional supplies such as audio and videotapes, carousel slide trays, may reserve these along with the equipment. On completion of the project or assignment these supplies must be returned. Users wishing to retain instructional supplies must purchase their own stock from commercial suppliers.

When Resource Centre AV Production staff are involved in the production of a learning resource, normally the resulting resource is added to the Resource Centre collection of media where it is accessible to other users.

8. Loans - Users' Responsibility

The person signing for the equipment when it is borrowed from the A.V. storeroom is responsible for its safe-keeping and return.

Users should report all malfunctions, damages or losses to the appropriate audio-visual staff at the campus from which the equipment was borrowed.

If the equipment is discovered missing from the College premises, the user must make a report to the Manager of Protection Services (located at the Woodroffe campus) as well as to the appropriate audio-visual staff.

If the equipment is stolen from a user while off the College premises, it must be reported to the police as well as security and to the appropriate audio-visual staff; a copy of the police report should be given to the Manager of AV Services and Manager of Protection Services.

In the event of the College having to recover funds from a user to replace lost or damaged equipment, the Resource Centre will provide information to the Controller to permit invoicing and collecting of funds.

9. Loans - Penalties

- 9.1 All borrowers who have equipment overdue will be unable to borrow additional equipment until late items are returned and fines are paid.

- 9.2 Faculty/staff who repeatedly return equipment late or damaged will be warned to improve their handling and care of equipment. Failure to do so will result in a report to the appropriate academic administrator requesting follow-up action.
- 9.3 College personnel borrowing equipment for personal use (i.e. not related to college-sponsored learning activities) are responsible for the costs of equipment losses or damages. It is therefore recommended that they arrange for appropriate special insurance coverage. Late return of equipment borrowed for personal use, will result in loss of borrower privileges for all Resource Centre services.
- 9.4 Students who repeatedly return equipment late or damaged will be warned to improve their handling and care of equipment. Failure to do so will result in loss of borrower privileges for all Resource Centre services and a written report sent to the appropriate Dean.
- 9.5 Community members are fully responsible for the costs of equipment losses or damages. It is therefore recommended that they arrange for appropriate special insurance coverage. Late return of equipment will result in loss of borrower privileges for all Resource Centre services.

RELATED DIRECTIVES

Resource Centre Services - G1

Resource Centre Loan & Fines Policy - G6

(original signed by)

Vice President, Student Life & Human Resources