

# Audio Visual Equipment and Facilities Usage Policies and Procedures

Instructional Technology manages a variety of audio video equipment and computer/multimedia facilities for instructional use by faculty, students and staff.

To ensure the continued availability of audio/visual equipment, its maintenance, and replacement the following guidelines are provided.

## **Equipment Use Eligibility:**

**Category I:** Normal Classroom Use. No charges.

(This includes classes with Registrar-assigned course numbers during Registrar-assigned class times in Registrar assigned rooms.)

There are no fees for the use of equipment by faculty/staff and students for academic or institutional related requirements. (i.e. Faculty meetings, Board of Trustee meetings, student classroom presentations, guest speakers (vendors excluded), and recognized student organizations approved events).

**Category II:** University Sponsored Activities held on campus (Non-profit organizations, state and local governmental agencies)

- Audio-visual equipment may be checked out provided the equipment is to be used on campus and is signed out by the faculty/staff member responsible for the activity.
- Groups who are renting campus facilities may rent audio-visual equipment for use on campus.
- Sponsors of Educational/professional development functions where a registration or attendance fee is charged will be charged rental fees.

**Category III:** Commercial or for profit organizations may rent University equipment for use on campus.

Note: Category I and II requesters will be charged for the A/V technician's overtime if equipment setup or support is required after normal working hours. The A/V technician will determine whether support can be provided without interfering with his normal duties for Category III events. If they cannot, then setup will be done after hours and an overtime labor charge applied. If AV technician support is required during the actual event then a labor charge will be assessed regardless of the requestor's category.

Fees for individual equipment usage and services are outlined in Appendix A.  
The Director of Technology may, upon request, waive fees.

## Damages

The department, agency, organization or person sponsoring or organizing an event is responsible for damage to A/V equipment or facilities used during an event. The Educational Media Specialist and or the Computer Lab Manager will make assessment of damages and appropriate repair/replacement costs if required.

## Audio-Visual Equipment Reservation Procedures

Audio-visual equipment reservations must be made twenty-four hours in advance. (Due to the limited staffing and multiple tasks of the Technology department representative responsible for A/V equipment, setups made less than twenty-four hours in advance may be subject to usage fees and labor charges regardless of the requestor's Category.)

Equipment and setup requests may be made by:

1. Completing an AV Equipment Reservation form (Appendix B) and delivering it to room 008 of the Weir Academic Building.
2. Emailing the request to [dbrown@schreiner.edu](mailto:dbrown@schreiner.edu) with specifics regarding equipment desired, setup location, date, time, etc. (Please refer to Appendix B for information required)
3. Calling the Media Services office at (830) 792-7431.

## Facilities Usage

The following facilities fall under the responsibility of the Instructional Technology department: Weir Academic building rooms 006 (the videoconferencing classroom), 007 (the computer classroom) and the Dickey Hall Computer Lab. Use of Dickey Lab and W007, for other than Registrar scheduled classes, must be coordinated through the Computer Lab Manager at extension 261 (792-7261 from off campus).

## Facility Fees

Facility	Category I	Category II	Category III
	Per hour charges	Per hour charges	Per hour charges
Weir 007	NC	50	100
Weir 006	NC*	50*	100*
Dickey Computer Lab	NC+	50+	100+

\* If videoconferencing is to be conducted, a labor charge for setup and technical support will be charged. The user will pay all telephone line charges and remote site connection fees.

+ Users will be responsible for paying overtime labor costs for technical support.

A software installation charge of \$450 will be charged to all users for the installation of software that is not part of the currently installed suite. Please contact the Dickey Lab Manager at extension 461 for a listing of currently installed software.

# Usage Fee Schedule

Item	Category I	Category II	Category III
		<b>Daily</b>	<b>Daily</b>
<b>CAMERAS</b>			
ZR 10 Digital Video Camcorder	NC	40	80
Panasonic VHS Camcorder	NC	20	40
Sony Video8 AF Camcorder	NC	15	30
Sony Mavica FD75	NC	20	40
Sony Mavica FD73	NC	20	40
Kodak DC120 Digital Camera	NC	20	40
<b>LCD PROJECTORS</b>			
Epson LCD Projector EMP-715	NC	75	125
Megapower LCD Projector	NC	75	125
Proxima LX1	NC	75	125
LCD panels	NC	15	25
<b>LAPTOPS</b>			
Toshiba Satellite Laptop	NC	25	50
Micron Laptop Trek2	NC	30	60
<b>VIDEO Recorder/Players</b>			
VHS Recorder/Player	NC	10	25
JVC Super VHS Recorder/Player	NC	10	25
GoVideo DDV9556 Dual VCR	NC	25	50
Pioneer DVD Player DV-343	NC	25	50
Pioneer Laser Disk	NC	20	40
<b>TV's</b>			
13" Sears LXI TV	NC	10	20
Samsung TV 35" (Large Cart)	NC	15	25
SR3000 TV 32" (Cart)	NC	15	25
<b>PROJECTORS</b>			
Kodak projector & Carousel	NC	7	12
16MM projectors	NC	25	50
<b>OVERHEAD PROJECTORS</b>	NC	7	12
<b>AUDIO PLAYERS/RECORDERS</b>	NC	5	9
Sony CD/Cassette Recorder	NC	10	25
Cassette Tape players	NC	5	9
Record player	NC	5	10

<b>MISCELLANEOUS</b>			
Tripod (Silver)	NC	3	5
Sony Tripod	NC	5	10
Slik Able 300DX Tripod	NC	5	10
DA-LITE Picture Screen (60")	NC	7	12
DA-LITE Picture Screen (70")	NC	7	12
Altec Speaker System	NC	25	50
Iomega 250 external ZIP drive	NC	10	20
Easel metal	NC	5	10
Opaque projector	NC	10	20
Cart	NC	3	5
Extension cards	NC	3	3

**Long-term usage** – (Three or more days) will be charged at seventy-five percent of the daily rate.

Academic departments/faculty may check out equipment for long-term usage at no charge if it is available. The department assumes the responsibility for the maintenance/repair costs of this equipment if it ceases to function while in their possession. In particular this applies to LCD projectors whose bulbs have a finite life span and replacement costs average \$300.

High value equipment such as LCD projectors, 16 MM projectors, Digital camcorders, and TVs may not be used off campus without the approval of the Director of Technology.

**Labor rates:** Technicians labor requirements shall be reimbursed after normal working hours at 1 1/2 times their normal hourly salary. (For budgeting purposes use a rate of \$25 per hour).

# AV Equipment Reservation

**(24-HOUR NOTICE REQUIRED)**

Date of Request: \_\_\_\_\_ Request made by: \_\_\_\_\_

Request taken by: \_\_\_\_\_ Phone: \_\_\_\_\_

Equipment	SC# or bar code
<input type="checkbox"/> Slide projector	_____
<input type="checkbox"/> Overhead projector	_____
<input type="checkbox"/> Projection screen	_____
<input type="checkbox"/> Tape recorder	_____
<input type="checkbox"/> DVD player	_____
<input type="checkbox"/> VCR	_____

  

Equipment	SC# or bar code
<input type="checkbox"/> Cart	_____
<input type="checkbox"/> Camcorder VHS	_____
<input type="checkbox"/> Tripod	_____
<input type="checkbox"/> TV/VCR	_____
Other:	
<input type="checkbox"/> _____	_____

Miscellaneous items:

Extension cord                     
  Easel(s)                     
  Other (specify): \_\_\_\_\_

<input type="checkbox"/> Digital camera		
<input type="checkbox"/> LCD projector		<input type="checkbox"/> Laptop _____
<input type="checkbox"/> Digital camcorder		

**Scheduled Pick Up**

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Day/Date: \_\_\_\_\_

Time: \_\_\_\_\_

\_\_\_\_\_  \_\_\_\_\_

**Scheduled Return**

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Day/Date: \_\_\_\_\_

Time: \_\_\_\_\_

Returned

Special Instructions \_\_\_\_\_ If setup requested – include location, time, etc.

**BLI # :** \_\_\_\_\_