

Durham Technical Community College
Guidelines for Circulating Audiovisual Equipment

Media Services provides a selection of audiovisual equipment for circulation to faculty and staff.

The following items are available for short-term loan:

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|--------------------------------|-----------------------|
| Audio Cassette Recorder/Player | Laptop |
| Compact Disc Player | Portable Sound System |
| Computer Data Projector | Slide Projector |
| Digital Video Camera | VCR |
| Digital Picture Camera | Video Tripod |
| DVD Player | Video Camera |

Loan Period and Usage

This equipment is available for short-term loan and may be used for college purposes only.

- For classroom usage, equipment must be checked out just before and returned immediately after the class session. Extended checkout for classroom use is not available.
- For a college-sanctioned off-campus meeting, conference, or project, equipment may be checked out for a maximum of 5 days. Extending checkout beyond 5 days requires the approval of the employee's department head.

Reservations

Reservations should be made by submitting an Audiovisual Equipment Reservation Form or by contacting the library (919-536-7211 ext. 1600 or library@durhamtech.edu).

Equipment should be reserved at least one to two days in advance. (If equipment is needed immediately, contact the library circulation desk at ext. 1600 to check availability.)

If equipment is not available, or if it is needed for other than short-term use, the employee should contact his or her supervisor to determine another source of equipment.

Checkout Process

Equipment must be checked out on the library circulation system, without exceptions.

Equipment will be checked out in the name of the person who takes it from the library, unless a secretary or other designee has verifiable instructions to borrow it for the person who will be using it and responsible for it.

Returning Equipment when the Library is Closed

If the class ends when the library is closed, equipment should be taken to the Security Office with instructions for security officers to return it to the library the following day.

Assistance or Instruction in Using Equipment

If you need assistance or instruction in using the equipment, contact Joseph Solomon (ext. 1612) one to two days in advance to arrange for instruction prior to use.