



Audio-Visual Equipment Reservation Policy

Applies To:	All	Policy Number:	ITS-0022
Issued By:	Director of ITS	Policy Version Number:	
Date Issued:	March 1, 2005	Last Review Date:	March 1, 2008
		Last Revised Date:	

Policy

The reservation of audio-visual equipment is handled on a first-come first-served basis.

Instructors must complete and sign a reservation request form which includes a drop-off and pick-up time. The drop-off and pick-up time need not be the start and end of the class but may be the period in which the equipment is to be used.

Semester-long reservations are accepted but run to the last day of class and not to the exam date. Equipment required during exams will need to be individually scheduled.

Instructors who are unable to complete and fax a copy of their reservation in may call 313.578.0360 to make their request. The instructor will be required to sign the reservation form at time of delivery (or the equipment will be returned).

Only instructor's teachings official UDM courses may request equipment for a class session on the McNichols campus. Off-campus service may be available through the ITS Loaner Program. To contact the ITS Loaner Program manager, please call 313.993.1554.

Requests made by student on their behalf or their instructor's behalf will not be honored. If a student requires equipment for a class, the instructor must accept the responsibility for the equipment and submit the request.

Multimedia podium users must submit a reservation form to have the podium open for use of the local computer. Podiums are locked at all times.

Instructors agree to stay with the equipment until the Audio-Visual department pick-up arrives.

Instructors who complete their class session prior to the pick-up period and who would like to leave are to contact the Audio-Visual and Classroom Support department to move-up their pick-up time. The instructor is obligated to remain with the equipment until the Audio-Visual department arrives.

By signing the reservation form instructors agree to remain with the equipment at all times. In the event equipment is abandoned and then missing, the instructor's school or college will be charged for the replacement of the equipment.

Equipment may not be borrowed over night.

Equipment may not be used outside of the building.