

Classroom A/V Equipment (Media Services) Policies

The Department of Music owns a limited inventory of A/V equipment and is available for classroom use. It includes the following:

- Overhead Projectors
- DVD/VHS units
- Video/Data Projectors

It is highly recommended that Faculty and Graduate Students submit orders before the beginning of the quarter to insure equipment will be available for the first day of lecture.

The following policies apply:

- * Faculty and TAs are responsible for pick-up, set-up and prompt return of equipment.
- * Orders are taken by completing the on-line request form <http://music-intranet.ucsd.edu/request.php?form=AV> 3 business days in advance to ensure availability of requested equipment. Electronic confirmation will follow ensuring that the order was received.
- * Users are responsible for security, care, and operation of the equipment while checked out.
- * Sharing of equipment without prior consent from the Production Coordinator, or liaison, is not allowed.
- * Users are responsible for returning equipment at the agreed date and time.
- * Please report any damage or malfunction of equipment immediately upon its return.
- * The Department of Music understands that equipment will break or malfunction when subjected to normal use. However, users may be held financially responsible for deliberate or negligent damage to the equipment.

Supplemental Audio-Visual equipment for Registrar scheduled classes is available from Media Services for classroom use only. Equipment requests for other events are accepted only when accompanied by an approved Request for Department Resources form. A hard-copy form may be downloaded at <http://music-intranet.ucsd.edu/#forms>.

Requests for Media Services equipment may be made using the on-line request form located at <http://music-intranet.ucsd.edu/request.php?form=AV>. Requests must be made 3 business days in advance to ensure availability of requested equipment. Electronic confirmation will follow ensuring that the order was received. The Department of Music reserves the right to deny late orders due to the fees potentially incurred by a late A/V request.