Supplemental Audio-Visual equipment for Registrar scheduled classes is available from Media Services for classroom only. Equipment requests for other events are accepted only when accompanied by a budget number.

It is highly recommended that Faculty and Graduate Students submit orders by the beginning of the quarter to insure equipment will be available.

Orders are to be placed with the Department A-V Coordinator via e-mail to avrequest@music.ucsd.edu

Requests are due a minimum of 72 hours, excluding weekends, prior to delivery.

Only electronic orders are accepted. Orders are not guaranteed until electronic confirmation is received from the A-V Coordinator.

Orders must include the following information:

- Instructor’s Name
- Class Number or event
- Date(s) of usage
- Start and End times of class or event
- Building & Room Number
- Complete and accurate list of needed equipment

Late charges incurred are to be paid by the faculty member or graduate student.

Media Services cannot guarantee that late orders will be filled.

A limited amount of Department of Music owned A/V equipment is available for classroom use. It includes the following:

- Overhead Projector
- Slide Projector
- TV/VHS-VCR cart
- Video Projector
The following policies apply:

1) Faculty and TAs are responsible for pick-up, set-up and prompt return of equipment.

2) Orders are taken by email to avrequest@music.ucsd.edu on a first-come, first-served basis.

4) Users are responsible for security, care, and operation of the equipment while checked out.

5) Sharing of equipment without prior consent from the A-V Coordinator is not allowed.

6) Users are responsible for returning equipment at the agreed date and time.

7) Please report any damage or malfunction of equipment immediately upon its return.

8) The Department of Music understands that equipment will break or malfunction when subjected to normal use. However, users will be held financially responsible for deliberate or negligent damage to the equipment.

9) Future use of equipment may be denied if any of the above policies are violated.