

# Supplemental Classroom A/V Equipment Policies

Updated: July 2010

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

- Overhead Projector
- DVD/VHS Units
- Video/Data Projectors
- Document Camera Projector

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:

- 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 Facilities Assistant, 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