

Audio/Video Regulations

Updated March 2022

Brescia University College provides students, faculty, and staff with access to audio/video (AV) equipment to be used for campus and classroom use. Refer to “AV User Obligations” at the end of this document.

Please refer to the following webpage for a comprehensive list of AV equipment provided by the Beryl Ivey Library: https://brescia.uwo.ca/library/services/technology_loan.php

AV Booking Procedures/Information

Only current Brescia University College students, faculty, and staff are allowed to book and borrow AV equipment from the College. AV equipment is bookable in advance, is reserved on a first-come first-served basis and is made available in 3-hour allotments.

Users are encouraged to reserve equipment in advance to ensure availability. Users are not permitted to book equipment for more than three hours unless given permission in advance by a library staff member. Please contact library staff to use equipment for longer than three hours. AV equipment must be booked using the online booking system.

When booking, the following information is required:

- Full Name
- Email Address

AV equipment bookings will be forfeited if the reserving individual has not checked out the AV equipment within 10 minutes of the reserved timeslot.

AV User Obligations

User Restrictions

AV equipment may be borrowed by current students, faculty and staff for campus or classroom use. An exception is the laptop cart, which is faculty/staff only.

User Responsibilities

The safety and security of all AV equipment borrowed is the responsibility of the borrower once the equipment has been checked out and/or removed from the room in which it is housed.

Any damage to, or theft of, AV equipment while it is checked out and/or removed from the room in which it is housed, as well as resulting fees, are the responsibility of the borrower. It is the responsibility of the borrower to ensure that all borrowed AV equipment is returned intact and in order and is demonstrated as such to the supervising instructor and/or a library staff member. It is the responsibility of the borrower to inspect the equipment for damage and to report found damage prior to checking out and/or removing the equipment from its room.

Check Out

Users who have reserved AV equipment must check out the AV equipment at the library service desk. AV equipment can be checked out for 3 hours. Students, faculty, and staff must present their valid Western ID card to check-out AV equipment from the library.

Equipment that is not available due to borrower negligence is not the responsibility of the library.

Check In

Users who have checked out AV equipment are responsible for returning the equipment intact and in order by the borrowing deadline. Users who fail to meet the deadline disrupt subsequent borrowing times – for this reason, borrowers who return equipment late more than 2 times will lose AV equipment borrowing privileges. A fine of \$2.00 per hour, per item is charged for any overdue materials. It is the responsibility of the borrower to demonstrate to the supervising instructor or a library staff member that all equipment is present and in order. Missing or damaged equipment that is found after check-in will be attributed to the most recent borrower.

User Problems

It is the responsibility of the borrower to book a practice time to learn how to use the AV equipment in advance of the borrowing time. Library staff will not always be available to provide AV assistance but will offer technical guidance when possible.