PURPOSE
1.00 The purpose of this policy is to set out provisions for Audio Visual: services, equipment rental and maintenance on campus.

DEFINITIONS
For the purposes of this policy:

2.00 Audio-visual (AV) refers to works with both sound and visual components, the production or use of such works, or the equipment involved in presenting such works.

3.00 Audio-Visual Services is a unit within University Systems.

4.00 Unit means academic or administrative areas at the university, including but not limited to: faculties, departments, divisions, schools, programs, offices and centres.

JURISDICTION/SCOPE
5.00 This policy applies to the rental, use, repair, and maintenance of Audio-Visual equipment at the university.

POLICY
6.00 Audio-Visual Services (AV Services) maintains an inventory of AV equipment which is available on a rental basis to university Units.

7.00 The university provides and maintains AV equipment primarily for academic instruction and institutional events in order to support its mandate, vision, mission and values.

8.00 University Systems is the on-campus provider of:
   - AV equipment rental;
   - AV equipment use demonstration service; and
• AV maintenance and repair services.

9.00 All use of AV equipment must be in accordance with the provisions of the university’s Copyright Policies. Responsibility for compliance with Copyright Policies shall be undertaken by the users of the AV equipment.

10.00 AV equipment shall not be removed from the university’s campus without the written approval of the Manager of Audio-Visual Services (or designate).

11.00 Units renting AV equipment will assume full responsibility for the equipment for the entire rental period until the equipment is returned to University Systems.

12.00 All AV equipment purchases shall be governed by the university’s Purchasing Services Policy FM5105 (1750).

13.00 Installation of AV equipment authorized either by the Office of the Vice-President Finance and Operations, or the Office of the Registrar and Enrolment Services for permanent use in academic space shall be performed by University Systems.

13.01 University Systems may, at its discretion, arrange for a third-party to conduct work related to AV equipment installation, but will maintain overall responsibility for the quality of installation and operability.

13.02 Facilities Management is responsible for tendering and oversight of third-party installations when such installations are part of a capital project.

AUTHORITIES AND OFFICERS
i) Approving Authority: Vice-President Finance and Operations
ii) Designated Executive Officer: Vice-President Finance and Operations
iii) Procedural Authority: Chief Information Officer
iv) Procedural Officer: Director, Academic and Administrative Services

RELATED POLICIES AND DOCUMENTS
Purchasing Services Policy FM5105
Copyright and Computer Programs Policy IM7300
Copyright and Use of Video Materials IM7305
Procedures for the use of Audio Visual Services
PURPOSE
1.00 The purpose of these procedures is to set out the appropriate process for using the services provided by Audio Visual Services.

DEFINITIONS
2.00 The definitions contained in the university Audio-Visual and Maintenance Services policy apply to these procedures.

PROCEDURES
3.00 All requests for Audio Visual (AV) equipment rentals must be submitted in writing in accordance with the AV rental procedures as provided on the AV web site.

4.00 Students wishing to borrow or utilize AV equipment in support of their academic programs shall request their respective academic Unit to formally submit the request form to AV Services on the student’s behalf.

5.00 AV equipment is primarily for use in academic instruction, and events in support of academic instruction. Academic requests will receive first consideration. Otherwise, requests will be processed on the basis of first-come-first-served.

6.00 In case of loss, theft, or damage (apart from normal wear) the renting Unit will be charged for replacement or repair costs.

7.00 Clients cancelling AV equipment rental requests must provide a minimum of 48-hours notice or will incur cancellation charges.

8.00 Upon request, demonstrations on the setup and use of AV equipment in classrooms will be provided by AV Services free of charge.

9.00 Units and research grant holders are responsible for the security, inventory record-keeping, ongoing maintenance, and for repairs to AV equipment they purchase.
10.00 Facilities Management Project Officers will coordinate and seek pre-approval from University Systems for all aspects of design and tendering as it relates to AV equipment in all projects.

11.00 University Systems will coordinate and seek pre-approval from Facilities Management Project Officers for all aspects of AV installations in all projects.