

Audio-visual Services

University Policy No: AD2510

Classification: Administration

Approving Authority: Vice-President Finance and Operations

Effective date: December 2019

Supersedes: September 2010

Last Editorial Change: December 2019

Mandated review: December 2026

Associated Procedures

[Procedures for the Use of Audio Visual Services](#)

Purpose

- 1.00 The purpose of this policy is to set out provisions for university audio-visual services, equipment rental, and maintenance.

Definitions

- 2.00 For the purposes of this policy:

“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.

“AV Services” means Audio-Visual Services, a unit within University Systems.

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

Scope

- 3.00 This policy applies to the rental, use, repair, and maintenance of audio-visual equipment at the university.

Policy

- 4.00 AV Services maintains an inventory of AV equipment which is available on a rental basis to university units.
- 5.00 The university provides and maintains AV equipment primarily for academic instruction and institutional events in order to support its mandate, vision, mission, and values.
- 6.00 University Systems is the on-campus provider of:
- AV equipment rental;
 - AV equipment use demonstration service; and
 - AV maintenance and repair services.

- 7.00 All use of AV equipment must be in accordance with the university's copyright policies. AV equipment users are responsible for complying with university copyright policies.
- 8.00 AV equipment shall not be removed from university property without the written approval of the manager responsible for Audio-Visual Services (or designate).
- 9.00 Units renting AV equipment will assume full responsibility for the equipment for the entire rental period until the equipment is returned to University Systems.
- 10.00 All AV equipment purchases shall be governed by the university's Purchasing Policy FM5105.
- 11.00 Installation of AV equipment authorized either by the Office of the Vice-President Finance and Operations or the Classroom Infrastructure Committee for permanent use in academic space shall be performed by University Systems.
- 11.01 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.
- 11.02 Facilities Management is responsible for tendering and oversight of third party installations when such installations are part of a capital project.

Authorities and Officers

- 12.00 The following are the authorities and officers for this policy:
- 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

[Copyright Compliance and Administration Policy](#) (IM7310)

[Purchasing Policy](#) (FM5105)

[Procedures for the Use of Audio-Visual Services](#)

Procedures for the Use of Audio-Visual Services

Procedural Authority: Chief Information Officer

Procedural Officer: Director, Academic and
Administrative Services

Parent Policy: [Audio-Visual Services Policy](#)

Effective Date: December 2019

Supersedes: September 2010

Last Editorial Change:
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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 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 Services website.
- 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, and will coordinate with the Office of the Registrar to schedule classrooms that require AV installations.