



STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	TITLE:	REQUESTING A.V. EQUIP.
PURPOSE:	Guidelines for faculty requesting A.V. Equipment for classroom use.		
PROCEDURE:	<p><u>Guidelines for Faculty Requesting A.V. Equipment</u></p> <ol style="list-style-type: none"> 1. The A.V. Department needs three (3) days notice to reserve equipment, to assure availability, organize staffing, and prevent last minute rush requests. 2. Instructors should be sure to fill out A.V. equipment request forms completely and accurately. <i>Students may not fill out the form for their instructors.</i> 3. A.V. equipment request forms are available online as well. Please visit the Library website and click on the <i>For Faculty</i> page to use the form. Electronic forms must be submitted with four (4) days advance notice. This will give the A.V. staff time to contact faculty and confirm reservation request via email or phone. A.V. staff members will confirm your request within two (2) working days. 4. The A.V. department also takes equipment requests over the phone. Reservations must be phoned in three (3) days before equipment is needed. <ol style="list-style-type: none"> a) Please call x3485 to make a reservation b) Do Not leave a message regarding your equipment requests. If you reach voice mail, please leave a message with your name, phone number and a good time to return your call. c) OR call back later that day. 5. Use the Listening Viewing Center's help window in L101 to discuss A.V. requests with staff. 6. Do Not move equipment from one room to another without first checking with the A.V. Department. This is how equipment goes missing. 		



7. If a class is cancelled or changed, contact the A.V. Department (x3485) so that the request form can be updated.

8. A.V. Department no longer delivers equipment to classrooms.

- a) All AV equipment must be picked up by faculty from the A. V. Department
- b) Equipment must be returned by faculty to the A.V. Department
- c) Student workers in the A.V. Department will only release equipment to faculty members that are on the schedule
- d) If a faculty member is not on the schedule but feel that they turned in a request form, then faculty student workers cannot release the equipment without the approval of a A.V. staff member.

9. Faculty members are expected to know how to operate the equipment they are requesting. Faculty members may make an appointment with A.V. staff for training (schedule training at the window in L104).

10. A.V. staff does check the equipment on a regular basis, but if equipment does not seem to be working properly, please take the time to check a few basic things:

- a) Check to make sure the item is plugged in.
- b) Check to make sure there aren't any loose connections.
- c) If using a LCD projector (PowerPoint) and it stays on the blue screen try pushing the "input" button on the projector. Push this button slowly and firmly. Do not push it more than two times or you may break the equipment.

OR

- d) Hold down the function (fn) button on the computer keyboard and press f4 (if that doesn't work try function f10 and f10).
- e) If these suggestions do not work, be sure to speak to A.V. staff when you return your equipment.

11. Please continue to treat our student workers/staff with respect and courtesy. They are doing a difficult job with extremely limited resources.

DVD/VHS Checkout

1. Faculty:

- a) To check out DVD/VHS faculty members/staff/and students must present a valid Laney College I.D.
- b) DVD/VHS materials check out to faculty for 2 days.
- c) Faculty members can only check out 2 DVDs/VHS at a time.



2 Students:

- a) To Check out DVD/VHS students must present a valid Laney College I.D.
- b) Students must view DVD/VHS materials in the Listening Viewing Center only.
- c) Students are only allowed to check out on DVD/VHS at a time.

LVC CD-Rom Use

1. CD-ROM's that **do not** require loading onto the computer can be used in the LVC on computer #11.
2. The Library will only load CD-Rom's owned by Laney Library. Loading a CD-ROM takes quite a bit of time and uses computer memory. Therefore, the computer coordinator has requested that we only load CD-Rom's on an as needed basis. Library staff should ask the student to return in **3 days** to use the CD-Rom and then leave the CD-ROM on the Media Librarian's desk with a note requesting that it be loaded.
3. In special cases, Department Chairs may place a formal request to the Media Librarian requesting a CD-ROM, owned by the campus but not the Library, be loaded onto an LVC computer. *This request will be considered at the next Librarians Meeting. If approved this may take 3 days or longer to be loaded.*

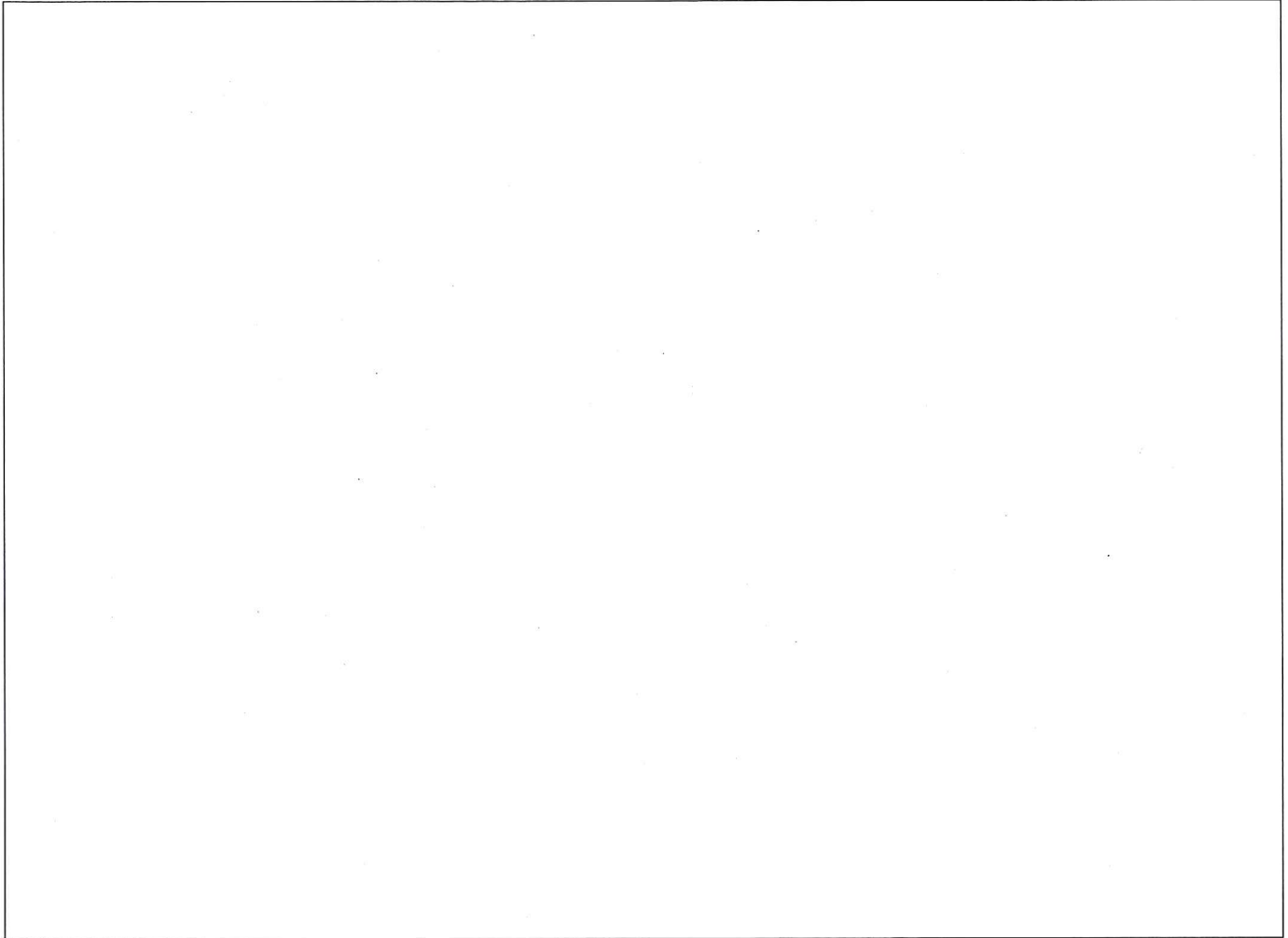
Duplication of Instructor's Media Materials (Foreign Language/ESL CDs)

1. AV Department will make copies of instructor's media materials (CD-ROMs/Language CDs included with Textbooks) for students, as long as the instructor obtains a release/permission to duplicate from the publisher to make student copies.
2. Material should be dropped off at the window in L101.
3. Instructors must have official release form copy when they drop the materials off to be placed on reserve. A copy of the release form will be kept on file in L101.
4. Materials for duplication will not be accepted unless accompanied by the publisher's release form.
5. The AV Department/Library does not supply blank disks for copies-Students must bring their own CD's. Copies will be ready within 48 hours.



LANEY COLLEGE
900 Fallon Street, T-850
Oakland, California 94607

SOP Number:
Previous SOP:
Page 4 of 5





STANDARD OPERATING PROCEDURE

DEPARTMENT: Library Services		TITLE: REQUESTING A.V. EQUIP.	
KEY WORDS			
DEFINITIONS AND ABBREVIATIONS			
RESOURCES			
Last Edits:			
Responsible:		Approved by:	
Date for Review:		File Ref:	
Previous Titles:			