

# PROCEDURES for EQUIPMENT RESERVATIONS FOR CIRCULATION

## COMMUNICATIONS TECHNOLOGY Room A110

### To reserve equipment call x 8988

The reservation will be noted and the equipment “tagged” with a yellow form containing your name, location, times, place, and dates. If there is a problem with the reservation you will be contacted. Please note that 455-8988 is a direct inward dial extension. You may call from outside the campus. Be sure to leave a message if you don’t reach someone immediately. A member of our staff will return your call as soon as possible.

When calling for reservations, please be ready to provide the following information:

Your name, department, and an MCC extension or your phone number

The date and time of your call

The equipment you are requesting

The date(s) and time(s) the equipment will be picked up and returned

The location where you will be using the equipment

### PLEASE PICK-UP AND RETURN EQUIPMENT IN ROOM A110

*Note: We do not deliver, nor do we pick-up, AV equipment. You are responsible to do so.*

**If you have a problem with the equipment while using it, call the HELP DESK at x 8457**

#### AVAILABLE EQUIPMENT

Every general classroom has an overhead projector and screen. Most classrooms have a permanently installed TV/VCR OR a Video Projector.

For your information, the following special purpose rooms will not have permanent TV/VCRs or Video Projectors:

A229, C107 & C108 (Child Care Facilities), D158.

#### **Additional AV equipment housed in Building A 110:**

Cassette recorders	CD Players	Digital still camera
Digital camcorder	DVD Cart	Easels
Laptop Computers	Overhead projectors	Screens
Slide Projectors	Sound slide projector	Tripods
TV /VCR/DVD carts	VHS Camcorders	Video/Data Projectors

#### POLICIES FOR USE OF EQUIPMENT

1. Equipment is available to all faculty and staff on a “first come” basis.
2. MCC Laptop Computers are to be used for instructional purposes or for college related presentations.
3. MCC Laptop Computers are not available to be used as office computers.
4. MCC faculty needing equipment for student presentations in their classes must reserve the equipment and arrange for training for the students – in advance of the day of use. Students may not reserve equipment.
5. Only portable equipment may be reserved for off-campus use – subject to availability. At a given time, there may be only **one** laptop and /or video projector off campus. There is a one week time limit for off-campus use of equipment.
6. MCC will not provide or rent equipment for use by any outside group or person(s) for programs or presentations not affiliated with MCC.
7. Equipment requests by outside groups for scheduled programs or presentations on campus must be processed via the Facilities Reservation process and are subject to availability as well as the policies, fees, etc. of the Facilities Committee.