



Computer Projection Equipment Sign Out Policy

Computer projection equipment, (Laptops and LCD Projectors), are available for sign out from Audio Visual Services for classroom/seminar use.

The equipment is available to current faculty members and teaching assistants and is picked up and returned to the Audio Visual Services office located in Thistle West 235.

Teaching assistants must be verified by the academic department and have borrowing permission from the faculty member teaching the course. **Students are not allowed to pickup or return the computer projection equipment at any time.** Failure to comply with this policy will result in loss of borrowing privileges.

The borrowing department assumes complete financial responsibility for replacement in the event of theft or damage to the borrowed equipment.

The equipment must be booked in advance by at least **48 hours** to ensure equipment availability.

The equipment can be booked using the following link:

<http://www.brocku.ca/information-technology/teaching/av/audio-visual-requests>

alternatively it can be emailed to: audiovisual@brocku.ca