

Durham Technical Community College
Guidelines for Circulating Audiovisual Equipment

Media Services provides a selection of audiovisual equipment for circulation to faculty and staff.

The following items are available for short-term loan:

Audio Cassette Recorder/Player	Laptop
Compact Disc Player	Portable Sound System
Computer Data Projector	Slide Projector
Digital Video Camera	VCR
Digital Picture Camera	Video Tripod
DVD Player	Video Camera

Loan Period and Usage

This equipment is available for short-term loan and may be used for college purposes only.

For classroom usage, equipment must be checked out just before and returned immediately after the class session. Extended checkout for classroom use is not available.

For a college-sanctioned off-campus meeting, conference, or project, equipment may be checked out for a maximum of 5 days. Extending checkout beyond 5 days requires the approval of the employee's department head.

Reservations

Reservations should be made by submitting an Audiovisual Equipment Reservation Form or by contacting the library (36-7211 ext. 1600 or library@durhamtech.edu)

Equipment should be reserved at least one