

AUDIO-VISUAL EQUIPMENT

PURPOSE

This policy establishes guidelines for the purchase, maintenance, and replacement of audio-visual equipment.

POLICY STATEMENT

The Edison State Community College IT Department purchases, maintains, sets up (and tears down), and troubleshoots Audio-Visual equipment for classroom use and on-campus special events on an as-needed basis.

Departments should consult with the IT Department before altering any audio-visual equipment or setups.

Audio-Visual equipment is the property of the College, provided as tools to support the College's mission. When equipment is replaced, it becomes available for reassignment to other uses at the College. Replaced items that are not "end of life" or "end of support" are "trickled-down" to areas where their continued usefulness is assured. Disposition of old hardware occurs in instances of "end of life" or "end of support" of the product. "Garage sales" are publicly announced, and held as needed for those items with resale value. Items are sold on a first-come/first-served, cash-only basis, with no warranty regarding operation or service beyond the point of sale.

PERSONS AFFECTED

All Edison State Community College stakeholders.