### **AUDIO-VISUAL EQUIPMENT**

**AUTHORITY**: Administrative Directive

**RESCINDS**: Procedure Manual Item 1-2-001, dated 11/08/2012

FORMS: None

**PURPOSE**: To advise staff of the availability of audio-visual equipment and establish

procedures for its use.

# I. GENERAL INFORMATION

A. Audio visual equipment maintained and controlled by the Training, Volunteer, and Chaplain (TVC) Unit is available to all staff for work-related use.

- B. The following equipment is normally available at the Grand Avenue Office unless otherwise indicated:
  - 1. LCD Projector
  - 2. Portable Screen
  - 3. Overhead Projector
  - 4. Portable Public Address System
  - 5. Easels for Flip Charts
  - 6. Webcam Conferencing System
- C. Anyone wishing to use the equipment must be familiar with correct usage. It is suggested that persons unfamiliar with the operation of requested equipment contact the Training Coordinator for instruction.
- D. Equipment use is subject to reservation. In order to ensure availability, equipment should be reserved as far in advance as possible.

## II. PROCEDURE

#### A. Reservations

Reservations for use should be made (in person or by phone) through **a TVC** Unit clerk or **a** Training Coordinator. Entries for the requested date(s) will be made in the appropriate calendar.

### B. Check-out

All equipment will be checked out via a **TVC** Unit clerk or a Training Coordinator. The person using the equipment must sign the audio-visual equipment roster. The signee is responsible for equipment condition and its return at the designated time.

### C. Check-in

The equipment will be checked in through a Training Coordinator. The return date and any problems encountered with the equipment must be noted on the audiovisual equipment roster as well as reported verbally to **TVC Unit** staff.

### **REFERENCES:**

Procedures: G-7 Distribution and Use of County Services, Supplies, and

Equipment

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### **APPROVED BY:**