

Seby Jones Library Media Center Circulating Equipment Policy

Equipment Available for Checkout:

- Slide projectors - circulates to all library users except community users
- Cassette recorders - circulates to all library users except community users
- VCR - faculty only
- Overhead projector – circulates to all library users except community users
- Multimedia projectors- Faculty, students w/permission from professor for classroom presentations, and other campus departments
- Laptops- Faculty, students w/permission from professor for classroom presentations and other campus departments
- Video camcorders– Teacher Education students only for two; faculty, students and other campus departments for other (first-come, first-served)

Circulation policy for multimedia projectors and laptops:

1. Faculty has first priority – faculty can reserve equipment anytime in advance
2. Students with faculty permission for classroom presentations have second priority – students with permission can reserve equipment in advance. Equipment must be used on-campus for class-related presentations only.
3. Campus departments and organizations have third priority -- campus departments can reserve equipment no more than 48 hours in advance
4. No weeklong checkouts are allowed.
5. No off-campus requests

Circulation policy for video camcorders:

1. Video camcorders 1 and 2 are only available for checkout to Teacher Education students and faculty.
2. Video camcorder 3 is available for checkout to faculty, students and other campus departments on a first-come, first-served basis.
3. No off-campus requests.

