

A/V Equipment FAQs

How do I make a reservation for equipment?

To reserve A/V equipment, DVDs or videotapes, please call the Library at 566-8101, extension 7333, send us an email (library@cambriancollege.ca), or reserve in person at the library help desk. When making a reservation, please specify the type of equipment you require and the date and time you will need it.

Who can borrow audiovisual (A/V) equipment from the Cambrian College Library?

Audiovisual equipment is intended for college use only. A valid Cambrian College staff, faculty or student card is required to borrow equipment. By presenting a borrower's card, the user is accepting full responsibility for equipment signed out to that card. All borrower cards are non-transferable.

Who do I contact if I need to learn how to use the equipment?

Call the IT Helpdesk at extension 7370 to arrange for a brief training session on how to operate the equipment. In most cases, library staff can assist with a brief introduction to equipment.

What type of equipment does the library circulate?

Equipment for on campus use in the teaching and learning process:

| | | |
|------------------------|---------------------|---|
| Carts | Flipcharts | Flip cameras |
| CD players | | Projectors: Multimedia, Portable overhead and slide |
| Turning point clickers | Tripods | Mobile video recording unit |
| DVD player/monitors | Multimedia speakers | Laser pointers |

How far in advance can I make reservations?

Reservations are accepted up to one semester in advance.

Can I arrange to have A/V equipment delivered?

No. Patrons are required to pick up and return their own equipment.

Who do I call about damaged equipment, including bulb replacements?

Call the IT Helpdesk at 566-8101, extension 7370.

How long can I keep A/V equipment?

Equipment is booked on an hourly basis. Students are required to return A/V equipment prior to the library's closing and may not keep equipment overnight. Students with overdue equipment loans will be charged a \$10 fine. Requests by staff for extended loan periods will be assessed based on equipment availability.

What do I do if the equipment I've borrowed doesn't work?

Return your equipment to the library and we will exchange your equipment. Don't forget to mention that the equipment isn't working properly!

Where do I return my equipment when the library is closed?

Please advise library staff that you will be returning the equipment when we are closed. You will be instructed as to where to leave the equipment.

What happens if equipment is overdue, damaged or lost?

Borrowers are invoiced immediately for the full replacement cost of A/V equipment which is overdue, lost or damaged beyond repair.