

## AUDIO-VISUAL EQUIPMENT

**AUTHORITY:** Administrative Directive

**RESCINDS:** Procedure Manual Item 1-2-001, dated 09/08/10

**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 and Volunteer **Services** Division is available to all staff for work-related use.
- B. The following equipment is normally available at the Grand Avenue Office (GAO) unless otherwise indicated:
  - 1. LCD Projector
  - 2. Portable screen
  - 3. Overhead Projector
  - 4. Portable Public Address System
  - 5. Easels for Flip Charts
- 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. PROCEDURES

#### A. Reservations

Reservations for use should be made (in person or by phone) through the Training Unit clerk at GAO or the Training Coordinators. Entries for the requested date(s) will be made in the appropriate calendar.

#### B. Check-out

All equipment will be checked out **via** a Training 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 audio-visual equipment roster as well as reported verbally to Training Division staff.

**REFERENCES:**

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

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**APPROVED BY:**

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January 6, 2012  
Date