

AUDIO VISUAL EQUIPMENT POLICY

Frostburg State University departments with audio visual equipment in their inventory shall assign an employee responsible for maintaining the control and accountability of such equipment. Each department should determine a storage area for unassigned audio visual equipment.

All audio visual equipment will be kept secured either in a locked storage area or by anchoring to a permanent fixture.

In cases applicable, a sign out procedure will be followed for the department's audio visual equipment.

Accurate inventory records will be maintained by the department, and reported annually to the Instructional Technology Services Office.

In the event that audio visual equipment is lost or stolen, the departmental budget of the employee who had signed the equipment out will be responsible for its replacement.