



## Guidelines for Use of Multi-Media Equipment

WIST makes multi-media equipment available for faculty and staff use. This equipment includes multi-media projectors and laptop computers. Use of this equipment is primarily for the execution of duties related to individuals' responsibilities at the school.

This equipment is stored and managed by the staff of the Nicholson Library. The following guidelines govern faculty and staff use of WIST multi-media equipment:

1. Equipment loans will be made as equipment is available. Availability is not guaranteed.
2. Requests to use equipment must be made a minimum of one (1) day before pick up. A library staff member will contact the person making the request to confirm the availability of equipment.
3. Equipment is to be used on the compound by faculty and staff only. Loans are not to be made to family members, affiliates, or individuals outside the WIST community.
4. Faculty or staff members may request the use of equipment for the purpose of a conference, seminar or other off-campus presentation. Use of equipment for this purpose is not guaranteed during weekdays.
5. Administrative offices may request the use of equipment in order to perform short-term tasks requiring their use, such as the annual inventory process, or facilitating a school-sponsored event.
6. All equipment must be signed out by approved personnel before every use and must be signed in on its return in order to ensure proper accountability.

