

**Culver-Stockton College**  
**Carl Johann Memorial Library**  
3<sup>rd</sup> floor Johann \* 573-288-6321

**Audiovisual Equipment Policies For Use  
& Release Form**

*(Please print this form, read and sign it, and give to library staff when picking up equipment)*

1. Students, faculty and professional staff may use audiovisual equipment circulated by the Library.
2. First priority for the use of audiovisual equipment is given to classroom functions.
3. Use of equipment for Academic and Cultural Events (ACE) will be given the same priority as classroom functions.
4. When equipment is in short supply, it will be available on a first-come, first-served basis.
5. The following types of uses will be considered secondary: use by non-academic departments of the college, use by student groups, and use by non-college groups.
6. It is expected the patron who signs this form will be responsible for the equipment, will be present during its use, and will oversee its security. Supervision by library staff may be available depending on staff schedules, but must be prearranged at least 24 hours before needed.
7. Non-academic departments who have continuing high use rates will be expected to purchase their own equipment.
8. Overnight or weekend use normally will be prohibited unless security arrangements are made in advance to the satisfaction of the library staff.
9. Off-campus use of audiovisual equipment will be generally prohibited, although advance approval may be requested.
10. Non-college groups may use A-V equipment on campus if use and security arrangements are first approved by library staff.
11. We do not allow personal use of Library audiovisual equipment.
12. Users must complete an Audio-Visual Request Form and adhere to the guidelines listed.

**I have read and will adhere to the above policies regarding the use of audio-visual equipment. I agree to bring the equipment back at the agreed upon time. I understand there is a \$10.00 per day fine for overdue materials and I am responsible for the cost of the replacement of lost or damaged materials.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ C-S ID: \_\_\_\_\_

Item(s) borrowed: \_\_\_\_\_

Barcode(s): \_\_\_\_\_

Location where item(s) is to be used: \_\_\_\_\_

Must be returned by: \_\_\_\_\_ (to be determined by library staff)

Signature: \_\_\_\_\_ Date \_\_\_\_\_