

COLUMBIA COLLEGE ADMINISTRATION DEPARTMENT FACILITATIONAL EQUIPMENT BOOKING PROCEDURES

NOTE:

Must; Shall; Will:

Should:

May or Could; Can:

Clarification of Terms

These words or phrases indicate actions or activities that are *essential* or *mandatory*.

This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.

These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

INSTRUCTIONS

Columbia College is committed to providing a wide variety of teaching aids (equipment) to assist faculty in the delivery of their lesson plans to students. Some of the equipment available to faculty include mobile multi-media units, TV/VCR, video cameras, etc. Overhead projectors are one piece of equipment that is located in each classroom.

The following procedures have been established to assist faculty in booking equipment. As equipment is needed by various faculty please only book equipment for the period you need it and return it promptly to its storage location.

PROCEDURES

- Facilitators are to book equipment themselves.
- Booking the equipment is done through Outlook. Click on "Public Folder". Select "All Public Folders" and select Multimedia Equipment Booking. Indicate the time, equipment and room number where you wish to use this equipment. If the facilitator does not have access to Outlook, you may book the unit through your Program Coordinator.
- The equipment is to be booked by the hour (for as many hours as required) for only the time and date required. When booking the unit, indicate program name, facilitator name and room number, as well as which piece of equipment you will be using. Add 15 minutes to the beginning and end of each booking for set up and take down (e.g. if you require the equipment for 3 hours, book 3 ½ hours).
- Return equipment to the same spot immediately after the period required.
- Large equipment such as multi-media units are not to be moved from building to building. However other smaller equipment, such as the video camera can be taken to the designated site for college use.
- Any damage or concerns related to equipment must be reported to IS department immediately.
- All equipment can only be booked up to 2 weeks in advance.
- **IMPORTANT NOTE:** All Facilitators who do not have college email account will have to book through their Program Coordinator or Manager.

Additional Procedures for Mobile Audiovisual Equipment

- Keys for mobile audiovisual equipment are located in Administration, Building 802 and the Library, Building 4. They can be signed out at either location. If you use a unit frequently, a key may be provided. See Administration for this.
- You will be responsible to pick up the mobile multimedia equipment in the designated storage area (and the key from a designated area) just prior to class starting.
- The designated areas to pick up multimedia equipment will vary from building to building. The following are the current positions of the multimedia units:
 - Building 802 – unit located in Room 143
 - Building 805 – unit located in Room 111
 - Building 803 – unit located in Room 305
 - Building 4 – unit located in the Teacher Resource area