



Policy: 01-87-00

Library Audiovisual and Computer Equipment Use

OFFICE OF RECORD: Karl E. Mundt Library

ISSUED BY: Library Director

APPROVED BY: 01-87-00

EFFECTIVE DATE: 01/13/88 (Revised 1/17/02)

Policy

The Karl E. Mundt Library circulates a collection of audiovisual and computer equipment to support the campus needs of Dakota State University. Equipment may be checked out to individuals over 18 years of age affiliated with DSU. The individual may be held responsible for any damages or loss of equipment during the time it is checked out. Late return will result in late fees and may result in penalties such as the loss of library privileges or transcript holds.

Procedures

Cost

Laptop computers are available for a daily rental fee, paid in advance. No rental fee is charged for other equipment. All equipment is subject to a late return fee. Equipment Reservations and Check-out

Equipment is available on a first-come, first-serve basis. Individuals are strongly encouraged to make advanced reservations since equipment is limited and subject to availability. To reserve equipment contact the Public Services Library Associate by phone 256-5205, email shannon.vostad@dsu.edu, or in person. The individual reserving the equipment must arrange to have the equipment picked up, returned to the Library, and must provide a signed loan agreement prior to release of the equipment. A loan agreement form may be picked up at the circulation desk or obtained online.

Training

The Library staff will, upon request, train individuals in the proper operation of any of the equipment circulated by the Karl E. Mundt Library. However, the library staff is not responsible for delivery, set-up, or return of equipment. In some cases, the individual may need to consult Computing Services for proper configuration.

Reporting Equipment Malfunction

Prior to each check-out, equipment is tested and in proper functioning order. It is the responsibility of the individual to report any equipment malfunction or failure.

Other Services

The Library has a satellite downlink, cable access, and videotape duplication capabilities. We provide these services on a cost recovery basis to the campus only. Videotapes may only be duplicated within the restrictions imposed by the U.S. copyright laws. The Library will not do the actual duplication but will train either staff or student assistants how to copy a tape. Individuals or colleges must provide their own blank tapes or they may purchase tapes from the Library at cost. Satellite downlinking and use of the large screen TV in Library Room 201 must be reserved in advance. A campus account to bill for the costs (if any) for satellite taping must be provided at the time the taping request is initiated.