



Audio - Visual Check Out

Audio-Visual materials and equipment include:

CDs, DVDs, Videos, VCR, CD player, DVD player, TV, cart w/electrical outlet, speakers, video camera, webcam, overhead projector, laptop, LCD projector, extension cord, portable screen, headphones, microphones, slide projector, and various cables.

Checkout Policies:

Faculty/Staff

Faculty/Staff must show a current WJC ID to check out audio-visual items. CDs, DVDs, and videos are checked out for the semester. AV equipment (LCD, laptop, TV, screen, etc) may be checked out by submitting a reservation requesting a specific date and time. All AV equipment is subject to availability and is reserved on a first-come-first-served basis.

Students

Students must show a current WJC ID to check out audio-visual items. CDs, DVDs, videos, headphones, and CD players are checked out for in-library use only. Overhead projectors may be checked out for a week. A request for AV equipment (LCD, laptop, TV, screen, etc) must go through Student Affairs, faculty, or staff. The sponsor will submit the reservation requesting a specific date and time. The equipment is checked out to the sponsor not the student. All AV equipment is subject to availability and is reserved on a first-come-first-served basis.

Non-Jewell Patrons

These patrons must show a current red WJC library card. CDs, DVDs, videos, headphones, and CD players are checked out for in-library use only. AV equipment (LCD, laptop, TV, screen, etc) is not available for check out to non-Jewell patrons.