

Help Desk Audio-Visual Check-Out Equipment Procedures

Item	Faculty/Staff	Students		
Laptops	Yes	No		
LCD Projector	Yes	No ²		
Screens	Yes	Yes		
Multimedia Carts ³	Yes	No ²		
PA System ³	Yes	No		
Desk Microphone	Yes	Yes		
Laser Pointer	Yes	Yes		
External Floppy/Zip	Yes	Yes		
Car Adapter	Yes	No		
International Power Adapters	Yes	No		
Web Cam	Yes	No		
Flash Card Reader	Yes	Yes		
Wireless Mouse	Yes	No		
VGA Adapters	Yes	Yes		
TV ³	Yes	No		
VCR/DVD ³	Yes	No		
Boombox ³	Yes	No		
<table border="1" style="width: 100%;"><tr><td style="height: 15px;"> </td></tr><tr><td>Multimedia Carts ³</td></tr></table>		Multimedia Carts ³	Yes	No ²
Multimedia Carts ³				
PA System ³	Yes	No		
iPods ³	Yes	Yes		
Hubs/Routers ³	Yes	No		

Notes

1. Organizations may check out Help Desk laptops pending Help Desk Manager approval
2. Students may check out Help Desk laptops only if a Faculty member checks the equipment out in their name and becomes fully responsible for it.
3. These items are picked up through the Help Desk and not Circulation Desk.