

**BROOKDALE COMMUNITY COLLEGE
COLLEGE REGULATION**

4.1005R**I. Title of Regulation**

Acquisition and Circulation of Audiovisual Equipment

II. Objective of Regulation

To coordinate the acquisition and circulation of audiovisual equipment.

III. Authority

Bylaws of the Board of Trustees, Section 1.3034(l)

IV. Regulation Statement

Audiovisual equipment will be the responsibility of the Director of the Learning Resources Center.

Audiovisual equipment will be requisitioned only by the Director of the Learning Resources Center. Equipment specifications will be developed in consultation with appropriate faculty and members of the College staff.

The requirements of the instructional program, faculty and students will be the prime criteria used in equipment selection. Consideration will also be given to equipment function, utilization mode and cost.

The Director of the Learning Resources Center will accomplish the acquisition of audiovisual equipment utilizing approved College purchasing procedures, through the College Purchasing Department. Equipment standardization will be implemented to the greatest possible extent.

The Director of the Learning Resources Center will be responsible for the acquisition and circulation of equipment for campus audiovisual services, faculty loan, assignment to institutes, permanent location in selected instructional areas, student loan, individual study spaces and individual or small group study spaces.

V. Responsibility for Implementation

Vice President for Educational Services

Adopted: President
 12/17/71
Effective: 12/17/71
Revised: 9/1/75