BROOKDALE COMMUNITY COLLEGE
COLLEGE REGULATION

5.0011R Acquisition and Circulation of Audio Visual Equipment

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(I)

IV. Regulation Statement

Audiovisual equipment will be the responsibility of the Executive Director – Library. Audiovisual equipment will be requisitioned only by the Executive Director – Library. 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 Executive Director – Library 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 Executive Director – Library will be responsible for the acquisition and circulation of equipment for campus audiovisual services, faculty loan, assignment to divisions, permanent location in selected instructional areas, student loan, individual study spaces and individual or small group study spaces.

V. Responsibility for Implementation

Executive Vice President for Educational Services

Adopted: President 12/17/71
Effective: 12/17/71
Revised: 9/1/75
Updated: 2/09