

To: Long Island University: Administration, Faculty & Staff
From: Audio Visual Services (AVS)
Re: Spring 2013

Audio Visual hopes you all had safe and joyous holiday season and would like to welcome everyone back for the new year and upcoming Spring Semester. We ask that you please take a moment to read the following and review our policies to ensure that the campus community enjoys the full benefit of our services.

We encourage you to call us at 718-488-1348 or visit us in Pratt 325, if you have and questions or special needs. Our hours of operation are: Monday-Thursday, 8am-9pm and Friday, 8am-5pm. For Further information or to download request forms, please visit our webpage at: www.liu.edu/Brooklyn/About/Offices/AVS

- All AV Requests must be placed **in person at least one week in advance** (by the professor or an authorized staff member). Requests **will not** be accepted through interoffice mail, postal mail, email, phone or fax. Last minute orders will be honored **only** if equipment is available.
- AV Requests listed as "Permanent Orders" will be honored from the first through last day of classes as listed on the LIU Brooklyn Campus Academic Calendar. **Spring 2013 orders will be delivered thru Tuesday, May 07, 2013.** If you require equipment during Finals week or Intersession, please file a separate request.
- All AV Requests for Student Organizations must be placed **in person at least two weeks in advance.** They are to be signed by the faculty advisor and an authorized Student Life staff person. Contact information must be provided. Orders are subject to approval by the AV Director.
- If you require AV equipment for an on-campus special event, please submit an AV Request form *in addition* to your Room Reservation.
- All forms are available in the AVS Office and can also be downloaded at: www.brooklyn.liu.edu/avs. Please make sure you select the appropriate form, enter the time and date, building and room #, check off the equipment you require, sign the form and hand it to an AV staff member for review and approval. For your convenience the forms have been color coded as follows:
 - **Yellow** → **Standard Request Form (Humanities, Main, Health Science, Library Learning Center, Pratt, Wet Lab, WRAC)**
 - **Green** → **Health Science Request Form (Health Science Conference Halls 107, 119, 121)**
 - **Pink** → **VIP/Special Event Request Form**
 - **Blue** → **Student Life & Leadership Development Request Form**
 - **Gold** → **Smart Board Laptop Request Form (Humanities Bldg. only)**
- We would like to remind faculty that due to the increasing volume and demand of some equipment, we've implemented the following changes: AVS *no longer* delivers portable CD/Cassette Players, Video/Still Cameras, Overhead or Slide Projectors to classrooms, labs or lecture halls. Anyone requesting these items will be responsible for pickup and return. We will continue to deliver TV/VCR/DVD carts, Multimedia Projectors and Smart Carts. As always we will continue to provide technical support and instruction on usage of equipment.
- **Our carts are not to be dismantled. Please do not disconnect any peripherals** (VCRs, mouse, projector, cables, etc). If you are unclear as to what you require to make your presentation, please consult with an AV staff member who will be more than happy to review your order and answer any questions you have. For example, if you have your own laptop and wish to make a PowerPoint presentation, you should request a Multimedia Projector only as opposed to a full Smart Cart.
- **Please remember, all equipment delivered to your room, remains your responsibility until it is returned or picked up by AVS staff. In order to prevent further theft or damage to our equipment, please do not leave Smart Carts, Laptops, etc unattended. If a class is cancelled, ends early, or if there is a room change please contact us ASAP and have a responsible person remain with the equipment until it is picked up or, have it returned to AVS. Upon signing the request form you agree to these terms. Please remember that you and your department will be held accountable for damaged or missing items and forfeit permanent order status.**
- While some professors have remained diligent in their efforts to work with us and made calls or even returned their own Smart Carts without being asked, many times we find ourselves delivering unnecessarily or worse having unattended equipment stolen from empty classrooms. For these reasons, while AV will continue to attempt deliveries, we can no longer do so *before* the scheduled class time. When we arrive, if the professor is not present the equipment will be returned to AV and a notice will be left for you to contact our department. We apologize for any inconvenience this may pose and thank you for your cooperation.
- Lastly, after using the equipment, please take a moment to retrieve your belongings. While we are happy to return any items found, we cannot be held responsible for these items.

We look forward to working with you again in the coming months.
The Staff at AVS