

# Protocol on Audiovisual Equipment Purchases

## Definition

"Audiovisual equipment" refers to all types of projection equipment as well as audio and video cameras and recorders. It does not include equipment for still photography, darkroom equipment, dictation equipment, and equipment that is an integral part of a special scientific instrument.

Network and Communications Services (NCS) Multimedia provides common types of audiovisual equipment required for installation in general-purpose University classrooms and for short-term loan to occasional users.

All purchase requisitions for the purchase of audiovisual equipment with University funds, or with an outside grant which specifies University ownership, shall be referred to NCS Multimedia for review for the purpose of:

- verifying availability on campus of similar equipment which may be under-utilized; or
- ensuring compatibility with the University standard makes and models, if the equipment is of a type normally maintained by the NCS Multimedia; and
- recommending one of the University pre-qualified vendors for purchase of the requested equipment; and
- ensuring installation by the University pre-qualified vendors in accordance with the University standards.

It will usually expedite the purchasing process for audiovisual equipment if there has been advance consultation with NCS Multimedia.