The goal of the Audio-Visual Department is to provide appropriate audio and visual support for faculty, administrative staff, support staff, students, or other University related meetings held in campus facilities and to provide such support for any other group gathering on campus that requests support.

The Audio-Visual Resources Policy outlines procedures, guidelines and user information for equipment use at Victoria University.

It is important to note that some buildings house electronic classrooms which offer a wide variety of equipment whereas other classrooms offer only basic facilities.

**How do you book audio-visual equipment?**

Audio-Visual Equipment Request forms are available at the Audio Visual department counter located in the basement of Victoria College building. A valid University of Toronto student, faculty or staff ID card must be presented to reserve equipment.

You will be asked to provide the following information:

- Date with start and finish times
- Room number and building name
- Equipment required
- Your name, telephone, email and course number

You can return your request form for your course, either for a single class or for the entire term:

- in person at the Audio Visual department;
- by fax at 416-585-4584; or
- by e-mail to Edward Misterowicz at e.misterowicz@utoronto.ca.

An equipment booking email will be sent to your University of Toronto email address to confirm your booking.

To book a student organized event or function, the student group must have written approval from the Office of the Dean of Students. The student group must be endorsed by a regularly employed faculty or staff member advisor who is willing to assume full responsibility for that student's use of the audio-visual equipment.
When should you book audio-visual equipment?
As much of the equipment available is in high demand, a five-day working day advance notice is required when requesting equipment and is handled on a first come, first served basis. Bookings within two days of the event will be arranged based on availability of equipment and staff.

If you are unable to use services that you have already scheduled, early cancellation is appreciated.

Are there costs involved?
Audio-visual equipment for teaching use is provided at no charge.

What sort of equipment is available?
- Overhead projectors (available in most classrooms at all times)
- Data projectors
- TV monitors/VCRs/DVD players
- Slide projectors
- Stereo (cassette and/or CD players)
- Microphones and PA systems

Note: We do not support DVD and videotape media that is not North American Region coded; we do not support obsolete formats such as Phonodisc Recordings and 16mm film.

When is the equipment delivered?
Requested equipment will be delivered to the class as scheduled and picked up at the end of class. Staff will assist with the setup and operation of equipment whenever possible.

What do you do if the equipment does not arrive?
Equipment is scheduled to arrive no later than 10 past the hour (when classes commence). If you require additional set up time, be sure to request a reasonable delivery time when booking the equipment. However, keep in mind that there may be other classes scheduled in the room.

Where are the electronic classrooms?
Electronic classrooms include an installed projector, DVD player, audio amplification system, internet access and connections for a laptop computer. The control system may be a Teaching Station Podium with a touch screen interface or wall mounted AV cabinet and push button controls.

Here is the list of electronic classrooms on the Victoria Campus:
- Victoria College: VC101, VC115, VC206, VC211, VC212, VC215, VIC304, VC323.
- Northrop Frye Hall: NF003, NF004, NF006, NF007, NF008, NF009, NF113, NF119, NF205, NF 231, NF235, NF332.
- Isabel Bader Theatre: BT101.
- Burwash Hall: Private Dining Room.

**Is there internet access?**
Most classrooms have a Victoria LAN connection except for the Emmanuel College Chapel. However, you must bring your own network cable to connect to the internet. Please consult with the Audio-Visual Department for more detail. An adaptor is required to connect a Macintosh computer laptop and can be rented or purchased at the Audio Visual department.

**Can you bring your own equipment?**
It is possible to bring your own equipment. We recommend that you contact Edward Misterowicz as some equipment may not be suited for the classroom in which you are teaching.

**Who do you contact if you need assistance in the use of equipment?**
Any one requiring assistance or instruction in the use of audio-visual equipment should arrange this at the time of room booking. To ensure maximum benefit from the system and ease of operation, you are advised to contact the Events Department to arrange for an appointment with the Audio-Visual Technician to review your technical requirements and test your presentation before the event.

**Who do you call for help (immediate assistance) during your class?**
For immediate assistance call the Audio-Visual Technician at 416-409-7965 or 416-569-4521 after 4:00 pm. If the problem is not an emergency, please send an email to Ed Misterowicz at e.misterowicz@utoronto.ca detailing the issue.

**Copyright**
Faculty and staff can have copied non-copyrighted video and audiocassette tapes and transfer videotape to DVD disc. The Audio-Visual Department reserves the right to refuse to duplicate material that is questionable as to its status with the copyright law.

**Best Practices**
Please make sure that you:
- Make all cable connections before turning on the project and laptop.
• Check the orientation of the connector and do not use excessive force. The connector has pins that can easily be bent or broken.
• Check your laptop documentation as Apple laptops require an adaptor to connect to the cable in the classrooms, normally a mini-display port to VGA adaptor.
• Do not create trip hazards with your laptop power cables in aisles and stairs.
• Do not unplug items in the classroom for your laptop as you may be unplugging the audio-visual system cabinet.
• Take adequate security precautions for equipment used within the Victoria Campus and appropriate safe storage when it is not in use.

The majority of classrooms are equipped with screens, most of which are of the pull-down type. Pull-down screens should not be extended to the limit, as this can make releasing difficult.

Suggestions
We are always improving our classroom facilities to meet the demand of audio-visual usage. Equipment will be repaired in a timely fashion as parts or funds for repair by outside maintenance are made available. Improvements that can be done with minor cost will be done immediately.

Your comments and suggestions on improvements of facilities are welcomed; please contact Edward Misterowicz at e.misterowicz@utoronto.ca.

Can you take audio-visual equipment off campus?
You can borrow audio-visual equipment off campus by filling out the form below. The borrower of audio-visual for off-campus use must be a permanent, full-time Victoria University staff member or faculty member with a continuing appointment. The borrower only is responsible for the delivery and return of the equipment.

Upon release and return of the audio-visual equipment, an audio-visual technician and the borrower will conduct a joint inspection of the equipment and, by signing in the box below, agree that the equipment was released and returned in good condition.

By signing below, the borrower assumes sole responsibility for the proper use and maintenance of the audio-visual equipment signed-out and promises to return the equipment on time for regular academic use.
**OFF CAMPUS AUDIO-VISUAL EQUIPMENT SIGN-OUT FORM**

<table>
<thead>
<tr>
<th>Borrower Name: (Please Print)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Department / Office:</td>
<td></td>
</tr>
<tr>
<td>Phone #:</td>
<td></td>
</tr>
<tr>
<td>Off-campus Contact:</td>
<td></td>
</tr>
</tbody>
</table>

| Equipment Loaned Out:        |  |

| Inspected by:                |  |
| (Please verify good condition of equipment) |  |
| Date(s) Requested:           |  |
| Date Returned:               |  |

| Inspected by:                |  |
| (Please verify good condition of equipment) |  |
| Note any problems on return: |  |

By signing below, the borrower acknowledges that he/she will assume all costs due to any damage or loss of the audio-visual equipment borrowed.

Borrower: ________________ Date: ________________

Signature