1. In addition to its print and electronic collections, the Sault College Library provides a variety of audio-visual equipment for college-related use by students, staff, and faculty. Due to high demand and limited availability of this equipment, borrowing periods are shorter and overdue fines are strictly enforced.

2. Audio-visual equipment is generally circulated for three-day loans, with the exception of laptop computers, which can only be borrowed overnight and are due at noon the following day. All A/V items are eligible for a single renewal only, for a maximum of forty-eight hours (laptops) and six calendar days (all other equipment).

3. A/V equipment is provided for occasional use to support academic endeavours. In order to serve the entire Sault College community, users may not take out excessive, habitual, or continuous loans on A/V equipment. One loan per week may be used as a reasonable guideline. Users who are identified as unfairly accessing A/V items will be informed of the purpose of the equipment and if excessive or inappropriate usage continues, may have their borrowing privileges limited or suspended.

4. Students from external educational institutions, Community borrowers, and Sault College alumni are not eligible to borrow A/V equipment. Sault College retirees must first submit a Request For Loan of Equipment form, to be signed by the Sault College CFO, before booking equipment.

5. To ensure fair access to all members of the Sault College community, all equipment is loaned on a first-come, first-served basis. It is recommended that users make advance bookings of A/V items to confirm availability. Booked equipment will be held for ½ hour past the scheduled pick-up time before being released to others.

6. Borrowers of A/V equipment must sign a loan agreement outlining the terms of the Sault College A/V loan policy. This contract stipulates the borrower’s obligation to return the item(s) on time and in working order, and the penalties when such obligations are not met.

7. Overdue charges of $4.00 per day will be charged to borrowers who do not return equipment by the due date/time. It is the responsibility of users who are unable to return equipment on time to contact library staff, so that loans can be extended or alternate arrangements made.

8. The Library does not provide technical support for A/V equipment. Questions related to functionality, setup, troubleshooting, or operation of equipment should be directed to the Sault College Helpdesk at x2504, visit room B1035 or by email at itservicedesk@saultcollege.ca.
9. Library A/V equipment must be used in a careful and lawful manner. Users may not make any alterations, additions, or improvements to the equipment. Users will be held responsible for damage caused by unauthorized use, including repairs or upgrades.