

FILE: EDCA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 13, 1992 FILE SECTOR: SUPPORT SERVICES
DATE REVISED: March 23, 1995 POLICY TITLE: AUTHORIZED USE OF
DATE REVISED: December 16, 2004 AUDIO-VISUAL EQUIPMENT
DATE REVISED: January 17, 2013

The Medford Area Public School Audiovisual Department has as a prime goal the improvement of instruction for all through the utilization of audiovisual media.

Audiovisual equipment owned by the Medford Area Public School District is available for free loan, with the approval of the district audiovisual director, to area churches, clubs, and service or civic organizations; however, it is not the district's intention to compete with local businesses. If available, the needed audiovisual items should be obtained from other local sources. Arrangements for the use of audiovisual equipment are to be made with the district audiovisual director.

Audiovisual equipment may be utilized in conjunction with the rental of district school room facilities, or may be used outside the school when available.

Large equipment (i.e. television sets, etc.) that could easily be damaged due to difficulty in moving will not be available for loan. Expensive equipment, valued at more than \$1000, may be loaned at the discretion of the principal of the building in which the equipment is housed.

CROSS REFERENCE: EDCA-R
LEGAL REFERENCE: §120.13(17), Wis. Stats.

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(Procedure)

Organizations requesting the use of audiovisual equipment should be guided by the following:

1. Requests should be made at least 3 days prior to utilization date.
2. Due to the heavy utilization of audiovisual equipment daily in the schools, equipment may not be picked up until after school hours.
3. All equipment must be returned to its respective school building by 8:15 a.m. on a school day.
4. Anyone unfamiliar with the operation of the equipment borrowed must make arrangements for a brief training session with the district audiovisual director.
5. If an item of equipment becomes broken or inoperative while loaned out, a note describing the problem should be attached when the equipment is returned. No repairs should be attempted. The cost for repairs will be the responsibility of the borrowing organization.

CROSS REFERENCE: KG

LEGAL REFERENCE: