Audio-visual loan equipment Terms & Conditions

What do we offer?

City University London, IT Services offer short-term loans of audio-visual equipment to staff and students.

The following equipment is available: -

- HD Camcorders
- Clickers
- Data projectors
- Laser pointers
- Microphones
- MP3 player/Recorder
- PMD’s (Mobile TV/Stand/PC)
- Portable PA systems
- Tripods
- VGA adapters

Loan Periods

Staff and students can borrow AV equipment for a maximum of 7 days.

We strongly recommend reserving the equipment in advance.

Procedure for booking

To borrow audio-visual equipment, you must log a service request ticket on Service-Now https://cityuni.service-now.com/. Please note, bookings will be not be accepted until a booking form has been fully completed.

For students: You will need a staff member to book the equipment on your behalf and take full responsibility for the equipment.

For staff: You must complete the online form with your details.

You must confirm that you have read and understood this document for borrowing University equipment and that you are liable for the care and security of any equipment you borrow.

Once your request has been submitted on Service-Now and the equipment is available for collection, you will receive a confirmation email. If the equipment that you have requested is not available then a member of the AV team will be in contact you.

Demonstration

If you require AV advice or personal demonstration then please specify your requirement on the online form. Please note, we will require 5 day’s notice in advance of borrowing the equipment to arrange a session with one of our AV technicians.

Care of Equipment

The equipment must only be used for University purposes.

Please report any missing items or faults as soon as possible to the location you borrowed them from.

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Collection and location

Equipment can only be collected by the person named on the booking form with a valid University staff/student ID.

You can collect the AV equipment from the following locations:

- Northampton Square, Drysdale building, Service Centre, Room E101 (Monday to Friday, 9am to 5pm)
- Cass Business School - Bunhill Row, Library, First floor - The Cyril Kleinwort Learning Resource Centre (Monday to Friday, 9am to 5pm)
- City Law School – Princeton Street, Room 17 (Monday to Friday, 8.30am to 4.30pm)

Any equipment not collected by the stated time may be loaned out to another user.

Returns, late Items and extensions

When you have finished with the equipment, please pack all equipment away carefully.

Please return equipment to the location you have borrowed it from and on the agreed date. A late return can deprive other users from booking the equipment and may prevent your borrowing rights in the future.

If you borrow equipment, and for reasons beyond your control cannot return it on time, you must contact the AV team as soon as possible either at one of the location service points or by calling 0207 040 8181.