

# AV Policy

The AV Room provides audiovisual equipment to support admin, faculty, as well as students enrolled in arts classes that require specific items. Failure to responsibly manage BCB AV equipment and spaces may result in the suspension of this service.

## Location

P98 (Platanenstr. 98) downstairs, on the far end of the hallway.

## Access only with booked appointment

<https://avroom.youcanbook.me>

## Hours

Tuesdays: 12.30 pm - 5.30 pm

Fridays: 12.30 pm - 5.30 pm

## Reservations

Items to be reserved on a specific date should be requested at least one week in advance. Without a reservation, equipment availability will be limited to a first-come, first-serve basis. Personally visiting the AV Room to discuss your equipment needs in advance of borrowing is strongly recommended!

## Check-out / check-in

All items checked out will be due the following AV day, unless other arrangements have been made directly with staff. All items need to be checked out and back in on time and in person. Fellow students or friends are not allowed to return items on behalf of someone else.

## Fines

All items returned late will be subject to a **1 Euro fine, per av day**.

Any item returned without accessories (cables, SD cards, etc) will be subject to a **1 Euro fine, per av day**.

Any item damaged or missing will be subject to **reimbursement up to a maximum of 250 Euro per item**.

Failure to pay fines may result in a hold on your account and a suspension of the AV Service for the remainder of the semester. Further, such violations may include disciplinary follow-up through the Student Code of Conduct.

**Damaged or malfunctioning items are expected to be reported to staff upon check-in!**

## Contact

For questions, special reservations, etc. feel free to email us at: [av@berlin.bard.edu](mailto:av@berlin.bard.edu)