

COA Mobile Flat Screen Unit Use Policy

- The mobile flat screen units are available for use by any COA faculty member or student.
- Units are stored in two Gould Hall locations:
 - Outside the crit room between rooms B50 and B60.
 - Outside room 305 in the hallway.
- There is a calendar on an adjacent bulletin board at each storage location. Users should sign their name and write the time of use on the respective day when reserving or picking up a unit.
- Units should be returned to their respective storage location immediately after use.
- If more mobile flat screen units are available, the IT Committee will designate appropriate storage locations.

11.14.2012 **Adopted by Committee**
11.27.2012 **Adopted by Directors**
11.27.2012 **Adopted by Dean**