



POLICY: Audio/Video (AV) Equipment Policy for Shared Spaces

DATE: June 10, 2025

This policy applies to all units within the Molinaroli College of Engineering and Computing (MCEC). The College policy is subordinate to related policies outlined in [Information Technology Policies and Guidelines](#). In cases of inconsistencies between this policy and the university, state, or federal policies, the university, state, or federal policy rules are the final authority.

I. **Definitions:**

Shared Spaces: All areas outside of private offices where equipment is utilized by multiple individuals. This includes, but is not limited to, classrooms, conference rooms, and computer labs.

IT Staff: Member of the MCEC staff in the college central Information Technology Service (ITS) department and Department of Information Technology (DoIT) staff when they are working in partnership with MCEC ITS Staff.

Usage: Usage is defined as using space and/or equipment in a way that is not altered and unchanged from its original state when usage is concluded.

Modification: Modification is defined as usage of space and/or equipment in a way that leaves it altered and different from its original or previous state.

II. **Purpose:**

The purpose of this policy is to ensure the appropriate usage and upkeep of audio/video (AV) equipment in shared spaces, while preventing unauthorized modifications that have the potential to disrupt functionality or compromise proper operation.

III. Policy:

a. Authorized Usage:

It is expected that all rooms are used for their intended purpose (as defined in 25-live/other facilities systems) and they must be returned in the same condition they were found.

Instructors and other users outside the IT department are permitted to:

- Connect or disconnect laptops from the display connector options on the podium or table.
- Use the touch panel on classroom podiums to select display device as needed.
- Turn the document camera or accessories on and off as needed.
- Raise and lower the projector screen as needed.
- Power on or reboot PCs. PCs in classrooms, conference rooms, and computer labs should be left powered on.
- Adjust settings in Windows OS for duplicate or extended display as needed for projector connected PCs with a separate monitor at the instructor station or podium.
(Settings should be returned to original configuration when usage is complete.)
- Adjust settings in Windows OS for display resolution if required.
(Settings should be returned to original configuration when usage is complete.)
- Adjust volume.
- Use provided in-room PC where available with USC login credentials
- Projectors should be powered off when usage is concluded.

b. Authorized Modifications:

Only IT staff are authorized to modify AV equipment and configurations in classrooms, conference rooms, computer labs, and other shared spaces. Modification includes adding, removing, or changing equipment in any way that leaves the AV equipment or configuration altered from its original configuration.

Only IT staff should disconnect, unplug, or move cables or devices.

If modifications are needed, please coordinate at least two business days in advance with an IT staff member. Requests for modifications should be submitted at <https://cec.sc.edu/ithelp>

c. Furniture and Equipment Handling:

- Furniture containing AV equipment or cabling must not be moved.
- Other furniture, such as chairs, may be moved but should be returned to their original location after use.
- Adapters and cables must not be removed from the rooms.
- Remote controls must not be removed from rooms.
- Batteries should not be removed from peripherals.

d. Maintenance Requests:

- Users of AV in shared rooms should promptly report any AV maintenance needs. Requests should be submitted at <https://cec.sc.edu/ithelp>
- AV maintenance needs may include but are not limited to PC and PC peripherals replacement or repair, projector maintenance, and battery replacement.
- Building and facilities issues, unrelated to AV or technology should be submitted to the USC facilities department at <https://uscready.assetworks.cloud/ready/>

e. Special Requests:

- Any special needs requiring changes to the room setup must be requested at least two business days in advance.
- Rooms are designed for self-service and do not require IT staff to be present. If an IT staff presence is desired, this must be requested at least two business days in advance.
- IT staff will make the best effort to accommodate all reasonable requests with proper notice.
- Requests should be submitted at <https://cec.sc.edu/ithelp>

IV. Statement of Compliance:

All users of shared spaces are expected to follow this policy and adhere to any posted signage within the space, including guidelines such as "no food or drink" in computer labs. Compliance is essential to maintaining the functionality and cleanliness of shared spaces, ensuring equipment operates correctly, and fostering a respectful and productive environment for all users. Your cooperation plays a vital role in preserving these shared resources for their intended purposes.

Note: In cases of non-compliance, individuals may be subject to disciplinary action as outlined in the IT Responsible Use of Data, Technology, and Credentials Policy ([UNIV 1.52](#)) and HR Disciplinary Action and Termination Cause ([HR 1.39](#)) .