

## Borrowing AV equipment

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Users are responsible for pick-up and return of booked AV equipment when AV runners are not available. AV runners are available from Monday to Thursday, 4 p.m. to 10 p.m. (September - April).

### Need access to an AV drop?

Complete the [Campus Security Access \(Salto\) Request Form](#) to have AV drop Salto access added to your campus access profile. Until Salto access has been obtained you may contact the IT, Media & Classroom Services AV Runners at 250.575.0285 (Monday to Thursday, 4 p.m. to 10 p.m., September - April), or the IT Helpdesk at 250.807.9000.

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