

**FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION**

**ADMINISTRATIVE SERVICES**

**OFFICE SERVICES**

**LOAN OF AUDIOVISUAL EQUIPMENT FOR OFFICIAL USE TO OFFICES  
WITHIN FDA HEADQUARTERS**

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**1. PURPOSE**

This Guide describes procedures to borrow FDA-owned audiovisual equipment at Headquarters.

**2. POLICY**

- A. The audiovisual equipment may be borrowed by any FDA employee for use in conducting official business.
- B. Equipment will not be loaned for personal purposes.

**3. RESPONSIBILITY**

- A. The Administrative Services Branch, Division of Central Services, Office of Facilities, Acquisitions and Central Services, is the custodian of audiovisual equipment within FDA Headquarters and is responsible for coordinating its use.
- B. The individual requesting the loan of the equipment becomes its temporary custodian and must assume full responsibility for its proper care and use.
- C. Borrowing offices are responsible for initiating appropriate administrative action in cases involving damaged or missing equipment.

#### **4. EQUIPMENT AVAILABLE FOR LOAN**

The following equipment is currently available for loan:

- Color Television
- Video Monitors
- VCR Recorder suitable for viewing 3/4" tapes
- VCR Recorder suitable for viewing VHS format tapes
- Slide Projectors - 35 MM (2" x 2" and 3 1/4 x 4")
- Overhead Projectors
- Movie Projectors - 16 MM
- Portable Projection Screens
- Tape Recorders (AC Power, Battery, and reel to reel)
- Easels
- Telephone Answering Machine (Parklawn only)
- Lecterns
- Microphones
- Pointers - electric and wooden (FB-8 only)

#### **5. PROCEDURES**

A. Requests. Requests for equipment should be made as far in advance as possible to assure availability of equipment. They should be made either in person or by memorandum to the Metropolitan Office Services Section (HFA-216), for use at FB-8, or to the Personal Property Management Section (HFA-225) for use at Parklawn Complex. The following information is required:

1. Name and telephone number of requester.
2. Name and location of requesting office.
3. Type of equipment required.

4. Date and time required.
5. Location where equipment will be used.
6. Return time.

The requesting office must arrange for the pickup of the equipment.

- B. Return of Equipment. All equipment must be returned at the time indicated in the original request. Five working days is considered the maximum time of equipment loan, and only under unusual circumstances will an extension be granted. When equipment is returned, its condition will be checked and, if it is found to be satisfactory, the borrowing individual and office will be released from responsibility. The records maintained by the lending office should be annotated to indicate the return of the equipment, and it is suggested that the individual returning the equipment witness that this notation is made.