



# AV Loans Services Catalogue 2020



First edition Miranda Hunter February 2007  
This revised edition Andrew Hayes  
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## What we do

Audio Video Loans (AV Loans) is an integral part of RMIT's IT Services. We offer a range of Audio Visual (AV), plus Information and Communication Technology (ICT) services as listed in this services catalogue to staff and students of RMIT.

The AV Loans team is focused on supporting the academic and learning environment within RMIT. With a broad range of skills and knowledge the team is committed to providing the best service and advice in a timely and efficient manner.



This services catalogue defines all the services and functions provided by the AV Loans team.

## Location and Hours

AV Loans is located in Building 8, Level 7, Room 44 of the City Campus of RMIT.

They are available Monday to Friday, except Public Holidays and Christmas - New Years Breaks, 9:00 AM to 5:00PM.

## Contact

Other than visiting us in person, for bookings and inquiries you can also

Email us at: [avloans@rmit.edu.au](mailto:avloans@rmit.edu.au)

Phone the IT Service and Support Centre: + 61 3 9925 8888

Visit the IT Service and Support Centre portal at: <https://rmitism.service-now.com/sp>

Or fill in an AV Equipment Loan Request form by clicking [here](#) (Login required)

(This will submit a booking request only. We will contact you shortly after you make the request with availability and booking confirmation.)

## Loans Service Information

Except for Data Projectors and Computers all equipment from AV Loans is loaned on a 24 hour basis, with loans required back by the next business day at 10:00 AM. Collections are between 10am and 4pm.

Projectors and Computers are for presentations only and are strictly same day only loans due back no later than 4:30 PM on the day.

## Late Returns

Please note that if returning equipment late you will be banned for a period of time from borrowing any further equipment from us. Length of bans depend on length of lateness.

### **One day late is equal to a one month ban.**

This is to ensure that everyone receives a fair chance of borrowing equipment and not having to miss out because someone has not returned their loan on time. Remember late returns could make someone else miss out on getting their work done on time.

## Booking cancellations

At 4:00pm **SHARP** every day, we cancel all bookings not yet collected and loan to someone else who needs the equipment.

## Battery charging

Before returning equipment please ensure at least one battery is fully charged. Failure to do so may incur a minimum one month ban.

## Some other things you need to know

- We reserve the right to limit the quantity of equipment you can borrow.
- To be able to loan from us you must have with you your current RMIT University staff or student card. Expired cards will not be accepted under any circumstances. If you do not have your card you will not be allowed to loan equipment.
- Never leave equipment unattended. Leaving equipment unattended will result in a minimum 1 year ban from borrowing equipment.
- Equipment is your responsibility, it must never be given to someone else to use or return on your behalf.



## Book ahead!

To help make sure you get the equipment you need when you need it, you can book ahead at the desk, by email or phone as per the details above. To help you out, [click here](#) to send a booking request e-mail! Please note we only allow one booking per week per same item type.

## Support and Help Service































Need some help learning how to use the projector you just loaned or can't seem to get the camera to work? Come and see us at the AV Loans Desk and we can help you out.

## The World Famous Lolly Jar

























Well maybe not world famous but well known around campus at least, is our free to share lolly jar. So if you're feeling sweet toothed feel free to drop by for a Fantale, Mintie or Mentos.



# Loan Items List

Nikon Digital SLR			Canon Digital SLR		
Nikon D 610	<a href="#">Click for Manual</a>		Canon 5D Mk III	<a href="#">Click for Manual</a>	
Nikon D 750	<a href="#">Click for Manual</a>		Canon 6D	<a href="#">Click for Manual</a>	
Nikon Digital SLR Lenses			Canon 6D Mk II	<a href="#">Click for Manual</a>	
Nikon FX Series 14 - 24mm f2.8			Canon Digital SLR Lenses		
Nikon FX Series 24mm f1.4			Canon L Series 70mm - 200mm f2.8		
Nikon FX Series 24 - 70mm f2.8			Canon L Series 85mm f1.2		
Nikon FX Series 105mm Macro f2.8			Canon L Series 8 - 15mm Fisheye f4.0		
Nikon FX Series 70 - 200mm f2.8			Canon L Series 24 - 70mm f2.8		
Nikon FX Series 80 - 200mm f2.8			Canon L Series 24 - 105mm f4		
Nikon FX Series 80 - 400mm f4.5 - f5.6			Canon 100mm f2		
Nikon FX Series 35mm f1.4			Canon 50mm f1.2		
Nikon FX Series 200mm - 500mm f5.6			Canon L Series 70mm - 200mm f4		
Nikon FX Series 85mm f1.4			Canon 100mm f2.8 Macro		
			Canon 100mm - 400mm f4.5 - f5.6		
			Canon 14mm f2.8		
			Canon 24mm f1.4		
Nikon Flash			Canon 16mm - 35mm f4.0		
Nikon Speedlights			Canon 17mm Tilt Shift f4		
Softbox					
Data Projectors					
NEC NP-M402HG	<a href="#">Click for Manual</a>		Canon Flash		
NEC NP-M302WSG	<a href="#">Click for Manual</a>		Canon 430ex II Speedlights		
NEC NP-L102WG	<a href="#">Click for Manual</a>		Lighting/Studio Flash		
Tripods/Monopods			Laniro Red Heads		
Manfrotto Still and Video Camera Tripods			LitePanel 3 Panel LED light kit		
Manfrotto Monopod			Dedo LED Spots - Battery Only		

# Loan Items List (Cont.)

Lighting/Studio Flash Continued	Powered Speakers
BBS High Power LED - 2 Panel Set 	Fender Passport Portable Speakers 
VLock Batteries for all LitePanel and BBS Light Kits 	Yamaha Portable iPod/iPhone speakers 
Helmet Cameras	Mackie Freeplay Speaker 
Go Pro Various Models <a href="#">Click for Manual</a> 	Microphones
	Boom Poles / Mic Stands / Desktop Stands 
Digital Compact Cameras	Drum Microphone Kit 
Panasonic Lumix FZ200 <a href="#">Click for Manual</a> 	Instrument Microphones 
Panasonic Lumix FZ1000 <a href="#">Click for Manual</a> 	Shotgun Microphones 
Panasonic Lumix FZ300 <a href="#">Click for Manual</a> 	Shure PG 81 
Panasonic Lumix FZ2500 <a href="#">Click for Manual</a> 	Shure SM 58 
Panasonic Lumix GH5 <a href="#">Click for Manual</a> 	Samson USB Mic 
Laptops	Wireless Microphones
Apple MacBook Pro (Various) 	Sennheiser Wireless Lapel mics 
Windows Laptop (Various) 	Sennheiser Handheld Wireless Mics 
P.A.	Digital Audio Recorders
MiPro Personal PA and Wireless Mic	Zoom H2N <a href="#">Click for Manual</a> 
Roland Public Address System	Zoom H5N <a href="#">Click for Manual</a>
	Zoom H6N <a href="#">Click for Manual</a> 
	Voice Recorders / Various Models 