



AV Loans Services Catalogue 2021



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

We offer a range of Audio Visual (AV) loan 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.

We are open Monday to Friday, 10:00 AM to 4:00PM.

(Except public holidays)

Contact

For inquiries you can;

Email us at: avloans@rmit.edu.au

Phone us: 03 9925 3420

Loans Service Information

Due to the Covid 19 Pandemic, AV Loans is changing the way we work with you so we can all stay Covid Safe. Please see the changes of how we will be working with you below.

1. Booking requests must be made via the IT Service and Support Centre portal and the AV Equipment Loan Request form here (Login Required) –

https://rmitism.service-now.com/sp?id=sc_cat_item&sys_id=d1c695a2dba93300819e32e43a96197e&sysparm_category=677b31784f861b402a4866a01310c71b

Please note we only allow one booking per week.

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

2. Booking collection and return times are now by appointment only.

Once we receive your booking request form, we will contact you to arrange a suitable collection and return time. These will be 10 minute appointments as we need to manage the number of people in the office at any one time, and reduce the contact time to less than 15 minutes.

If for any reason you can not make the allotted appointment time you will need to contact us by email or phone to arrange a new appointment time.

The maximum number of people allowed in the AV Loans office at any one time, other than AV Loans staff, is two.

3. Before coming on to campus you need to complete your daily COVID-19 Health Declaration Form here -

<https://www.rmit.edu.au/students/support-and-facilities/covid-19-health-declaration-form>

4. AV Loans staff kindly ask that when you come to AV Loans for any reason to please wear a mask.

5. When collecting and returning equipment at the front desk, there will be supplies of hand sanitisers, alcohol wipes for you to clean and sanitise the equipment you are collecting or returning.

For your safety and ours, we ask you to use these every time.

6. When you arrive for your appointment you will also be required to scan our contact tracing QR code and complete the details of your visit with us. Please ensure you have your mobile phone with you to do this.

7. When in the AV Loans office please follow all signage and markings and practice safe social distancing at all times.

8. You MUST have your current student or Staff ID card with you and it MUST be shown to us before we will be able to hand over equipment to you.































9. When returning, please ensure all equipment is returned. Please double check that all accessories supplied are with the equipment. For example, the DSLR cameras SD card is back in the camera, power cable and charger are in the kit, and both batteries for the DSLR are in the kit and fully charged.



























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.
- At all times during the borrowing period, the borrower is responsible to use the equipment in a skillful and proper manner. If the equipment is lost, damaged or unclean, the borrower shall at his/her own expense replace, service, clean and maintain the equipment.

Loan Items List

Nikon Digital SLR			Canon Digital SLR		
Nikon D 610	Click for Manual		Canon 5D Mk III	Click for Manual	
Nikon D 750	Click for Manual		Canon 6D	Click for Manual	
Nikon Digital SLR Lenses			Canon 6D Mk II	Click for Manual	
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	Click for Manual		Canon Flash		
NEC NP-M302WSG	Click for Manual		Canon 430ex II Speedlights		
NEC NP-L102WG	Click for Manual		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 Click for Manual 	Microphones
	Boom Poles / Mic Stands / Desktop Stands 
Digital Compact Cameras	Drum Microphone Kit 
Panasonic Lumix FZ200 Click for Manual 	Instrument Microphones 
Panasonic Lumix FZ1000 Click for Manual 	Shotgun Microphones 
Panasonic Lumix FZ300 Click for Manual 	Shure PG 81 
Panasonic Lumix FZ2500 Click for Manual 	Shure SM 58 
Panasonic Lumix GH5 Click for Manual 	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 Click for Manual 
Roland Public Address System	Zoom H5N Click for Manual
	Zoom H6N Click for Manual 
	Voice Recorders / Various Models 