

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES
Use of City of Wilson Audiovisual (A/V) Equipment by Outside Entities	E-11	October 30, 2011	

Prepared By: Human Resources & Risk Services

Approved By:  Agnes M. Speight, Assistant City Manager

**1.0 Purpose**

This policy is to establish usage guidelines for City of Wilson A/V equipment to protect a substantial asset from potential infection, damage or loss.

**2.0 Policy**

**2.1 Outside Entities' Use of City of Wilson A/V Equipment Limited to External Port**

**2.1.1** Outside entities may not load files onto City of Wilson computers via USB drive, email or other means.

**2.1.2** Outside entities may not directly access or operate City of Wilson A/V equipment, including computers, projectors, sound or other designated equipment without authorization from City of Wilson staff.

**2.1.3** Outside entities who wish to make a presentation in a City of Wilson facility may bring their own laptops and connect to an external port. Presenters must contact the City's Public Information Officer at least 24 hours in advance to ensure equipment compatibility.

**3.0 Exception**

**3.1** Contractors hired specifically to service, maintain or otherwise interface with these systems are not impacted by this policy.