

# MARIST media center

Lowell Thomas Communications Center Room 208

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## Equipment Loan Policy and Procedure

Policies and procedures are enforced to ensure the security of equipment and the equal opportunity for usage by all students. Use of equipment is reserved for **academic purposes only**. An individual's equipment privileges may be suspended at any time for reasons of misuse, damage, loss, late return, or for other reasons at the discretion of administration. Student status may be reported to the instructor.

Students may only have access to equipment to complete required assignments for courses in which they are currently enrolled. Students are forbidden from requesting equipment with which they have no experience. Students may borrow equipment from *general* inventory if the specific equipment requested is unavailable. Training may be given either by class, on request of the instructor with specific assignment needs, or individually by appointment.

The individual borrowing the equipment assumes full responsibility of the equipment and will be held accountable for the cost of lost or damaged items while in his/her possession. S/He **will be charged** for any damage or loss to the extent that further usage is impaired or impossible without replacement or repair. Individuals are forbidden to give equipment to others while it is signed out to him/her.

While Media Center employees are responsible for inspection of equipment during check-out and check-in, it is also the expectation and responsibility of the individual borrowing the equipment to check equipment for damage and/or missing pieces BEFORE leaving AND to report missing and damaged equipment upon return. "Inspection" should include 1) General condition of the equipment and 2) Presence of equipment and accessories as indicated.

Anyone borrowing equipment must fill out a **Webcheckout Equipment Form** each semester, prior to requesting equipment. This electronic form will be made available to you in class. Contact the Media Center with any questions regarding this form. Read the form carefully before filling out your name, ID number and cellphone number. When finished click the "submit" button at the bottom of the page. Once you have submitted the form, send an email to the Media Center, **Media@marist.edu** with a list of the equipment you need and the time you would like to pick it up. You will then receive a confirmation email stating when the equipment will be ready. Students who choose to visit the equipment checkout window without a reservation may do so only during posted window hours and only if they have submitted the **Webcheckout Equipment Form**. Equipment that is not otherwise reserved may be borrowed.

Equipment is available on a first-come first-serve basis. Special circumstances may be accommodated. Special permission from the instructor is required for students to borrow equipment over school breaks.

Most equipment (i.e. cameras) record to removable media, SD cards. Students should NOT be recording to internal memory, which protects the content and enables the equipment be returned in a timely manner.

**All equipment must be returned within 48 hours.** Exceptions must be made *prior* to the individual receiving the equipment and must be indicated on the paperwork. All equipment borrowed on Thursdays must be returned by 10am Monday morning. "Renewals" of loans are not generally allowed, however if a student is in good standing and returns equipment on time, that student may renew equipment if inventory is available. If equipment is late, students may be imposed with a suspension of privileges for a set period of time. Faculty will enforce a grade reduction to late offenders.

Equipment *check-out* hours of operation:

Monday - Friday 11:00-4:00

Saturday/Sunday CLOSED

Equipment may be *returned* at any time during Media Center business hours:

Monday - Thursday 8am-7pm

Friday 8am-5pm

Saturday/Sunday Closed

