MARIST media center

Lowell Thomas Communication Center Suite 205
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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.

Academic Use Only: 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.

Use for currently enrolled courses only: Students may only have access to equipment to complete required assignments for courses in which they are currently enrolled. Some equipment is reserved for specific courses, and each professor should have a list of designated equipment available for their course. On a case-by-case basis, to request equipment reserved for other courses, you must obtain permission from both the course professor and Media Center management.

Must complete the responsibility agreement form: Anyone borrowing equipment must fill out a Equipment Loan Responsibility Agreement each semester, prior to requesting equipment. This electronic form will be made available to you in class and at the Media Center. Read the form carefully before filling out your name, email, CWID number and cellphone number. When you finish, click the "submit" button at the bottom of the page. You can expect to be cleared to borrow equipment generally within one business day of submission of the form. Please plan accordingly.

Must be trained before use: Students may only borrow equipment for which they have received appropriate instruction or demonstrated proficiency. Students may borrow equipment from general inventory if the specific equipment requested is unavailable. Additional training may be requested, and available by class, on request of the instructor with specific assignment needs, or individually by appointment.

Checking out and Reserving Equipment: Equipment is available on a first-come first-serve basis during posted checkout hours. Special circumstances may be accommodated.

Equipment may also be reserved with TDX Ticketing.

https://teamdynamix.marist.edu/TDClient/92/Portal/Requests/Service/7981/Student-AV-Equipment-Checkout

All requests are fulfilled in the order in which they are received. If choosing to reserve equipment, you must do so no later than the day before requested pickup. If a reservation is not picked up by 4 p.m., it is cancelled and equipment becomes available to others. All other policies apply.

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Student assumes responsibility for equipment: 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 They 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.

Condition of equipment: 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. Students should immediately report any missing items or damage before leaving the checkout area after inspecting their equipment.

Record data onto removable media, not internal storage: 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 to be returned in a timely manner.

Duration of loans is 48 hours. All equipment must be returned within 48 hours of checkout. Exceptions must be made prior to the individual receiving the equipment and must be indicated on the paperwork. Equipment borrowed on Thursday or Fridays 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 may enforce a grade reduction on late offenders. Special permission from the instructor is required for students to borrow equipment over school breaks.

Equipment check-out hours of operation:
Monday – Friday 10 a.m.-4 p.m. (*closed weekends*)

Equipment may be returned at any time during Media Center business hours:
Monday - Thursday 8 a.m.-7 p.m. Friday 8 a.m.-5 p.m. (*closed weekends*)

Contact the Media Center with any questions regarding this policy.