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 sta tus 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 fo r 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 w hile 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 the 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 (n)-86gncce (n)-86gn[(9(en)-8(t)-18(a)-Fa(n)-8(d)-18(n)-8(e)-7(ra)-12(es)-7(ep)-10(r)-8(e)-12(es)-18(a)2(es)

Equipment

check-out hours of operation:

Monday	10am-12noon	& 3pm-7pm
Tuesday	10am-12noon	& 3pm-7pm
Wednesday	10am-12noon	& 3pm-7pm
Thursday	10am-3pm	(**no evening hours**)
Friday	10am-12noon	& 3pm-5pm
Sat/Sun	CLOSED	

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

Mon-Thurs	8am-9pm
Friday	8am-5pm
Sat/Sun	CLOSED