

The Technology Resource Center provides technology development, software and hardware equipment training, and audio / visual equipment on a loan basis through OIT Media Services during hours of operation. This service is provided free of charge to faculty, staff and students. There is no charge for the use of any university-owned equipment; loaned equipment is expected to be treated with the utmost responsibility and care. **Equipment loans are a privilege, not a right.** Other than normally expected wear-and-tear, faculty, staff, and students will be held responsible for any lost or damaged equipment.

As the responsible party, borrowers are expected to be aware of the replacement cost of any piece of equipment checked out. A valid UCO I.D. must be presented prior to borrowing equipment. Equipment will only be checked in and out at Media Services when staff is present.

The following OIT Media Services policies and procedures should be read carefully and understood fully before using the facility or checking out equipment:

I. Equipment Loan:

- To qualify for an equipment loan, borrowers must demonstrate knowledge pertinent to the planned utilization of equipment and are encouraged to take part in mini training sessions provided by a Media Services Specialist.
- Equipment will be available for loan to students who have been approved by a UCO professional staff member, faculty member, or approved student organization. It is advised that appropriate approval be provided prior to any attempt to reserve equipment.
- Borrowers will be held responsible for all equipment checked out to them. By signing for a piece of equipment, the borrower is acknowledging that they understand that all such equipment shall be returned to Media Services in the same condition as when it was issued.

- It is the borrower's responsibility to accept only equipment in proper working condition from Media Services. A routine check of parts and cables is recommended before leaving the Technology Resource Center.
- Should equipment become faulty for any reason while in the borrower's hands, absolutely no attempt should be made by the borrower (or anyone other party unaffiliated with Media Services) to repair it. If faulty, return the equipment immediately to Media Services for evaluation.
- Under no circumstances should any equipment in the borrower's charge be loaned to any other person. All equipment transfers must be handled through the Technology Resource Center by a Media Services Specialist; initial borrowers may wind up paying for another's mistake.
- Supplying equipment to individuals who do not have authorization is a severe abuse of Media Services policy and is strictly prohibited.
- It is essential that equipment be returned on time. This ensures a steady workflow that is compatible with the demands of the UCO community. **Late fees will be enforced.**
- Reserved equipment must also be picked up on time. It is the borrower's responsibility to be aware of the Media Services' hours of operation by checking online. Reserved equipment may be picked up earlier than the scheduled date **if** the equipment is available.
- There is a five (5.00) dollar late fee per day, per capital item, (cameras, recorders, tripods, microphones, cables, power cords, etc.) for all checkouts which exceed the allotted time allowed. Extenuating circumstances will be considered only if Media Services is notified before the equipment is past due. Phone calls to Media Services should be made during UCO's hours of operation.
 - I. Only a Media Services Specialist may confirm or deny any special requests made by a borrower or potential borrower.
- Equipment sign-out privileges may be revoked at any time without warning due to careless handling of equipment, repeated lateness, or abuse of the Media Services policy.

II. Terms of Equipment Loan:

- With the exception of iPads, all equipment may be borrowed for a maximum of seven (7) days, unless prior arrangements are made for long-term checkout by the Media Services Specialist.
- The length of an iPad checkout will be determined by the requested model, availability, and the intended use of the device. iPad checkouts are available for **faculty and staff only**.
- Equipment must be returned and inspected before a renewal of the loan may be made.
 - A phone call or email will not be considered as viable contact in the event of an extension as the equipment must still be reviewed by a Media Services Specialist.
- Reservations for extended periods or holidays will be considered on a proposal basis. Falsified or misrepresentation of special permission will result in immediate revocation of Media Services privileges.

III. Lost or Damaged Equipment:

- The borrower is responsible for returning all equipment received in the same condition as when it was issued.
- The borrower will be held responsible for the cost of replacing any equipment not returned, or equipment returned which is damaged.
- The borrower will be responsible to pay the repair cost (not to exceed the replacement cost) of any equipment which is returned in damaged condition.
- Failure to pay a fee imposed through OIT's Technology Resource Center may result in loss of privileges and benefits.

IV. Reservation of Equipment: Equipment reservations can be made online. Pre-approved/long term projects may be given special consideration by email request to the Multimedia Coordinator.

- Thirty minutes before closing, all reservations not yet claimed are void and the equipment is subject to open requests. This is to give the Media Services staff time to complete check out procedure prior to closing. Specific future checkout times during the semester can be arranged by giving adequate advance notice to the Media Services staff.

- V. **Training Room Reservation:** Advanced video, audio, group and training rooms are available for use by faculty, staff and students. Email requests to the Multimedia Coordinator no less than one week (7 days) in advance of a requested reservation date. In your initial contact email, specify the specific time of day you will be using the Video Conferencing Room (10 seats) or the PC Training Lab (22 seats).
- If you work past your scheduled time and someone needs the room or equipment, you will be fined.
 - Creating a reservation commits you to that block of time. You may come and go as you please, but use the time wisely. No-shows are considered abuse of policy. Cancellations must be made within a 24-hour time frame by calling Media Services during hours of operation at 974-5595.
 - You are required to check in and out of the room by contacting the Multimedia Coordinator before and after use.
 - Storing personal project materials in Media Services equipment is not recommended, but if a borrower must do this, he/she must label the discs, tapes, etc., with a name and date to avoid having it removed. Media Services will not be responsible for personal items lost or stolen.
- VI. **Hard Drive Storage:**
Media Services' PCs and laptop hard drives are available for short-term projects only.
- At the end of a session, or allotted loan time, all files must be copied onto removable storage devices and then removed from the hard drive.
 - Borrowers who have long-term storage projects needs may submit a project proposal request to Media Services Coordinator and ask for extended-use.
 - Media Services does not back up files on Media Services computers and will not guarantee the security of any files left on the hard drives.
 - Reservations can be made online to work on specific Media Services computers (PC or MAC) at predetermined approved times.

VII. **Penalties:**

Responsibility for lost, damaged or stolen equipment is outlined above.

- Failure to pay fines will result in a hold on reserve/checkout privileges, until fines are paid in full.
- Any abuse or disregard for the above policies will result in suspension of use of Media Services for the rest of the current semester. Access may be reinstated the following semester through formal application to the Manager.