

# **Equipment Room Policies**

## **AY2013-2014**

### **Basic Policies**

To facilitate consistency and good record keeping the IMRC equipment staff will have complete oversight over all of the equipment within the IMRC equipment closet. Only IMRC equipment staff will have permission to access the equipment closet. All equipment should be used in accordance with professional practices.

### **Office Availability**

Equipment borrowing/rental Services will be available to students, faculty, staff and IMRC Members from 12:00PM to 3:00PM, Monday-Friday. No weekends. No Holidays. Equipment Room is 114 IMRC Center.

### **Rental/Use Policies**

Standard rentals will be for a 24-hour period. 72-hour rentals (weekend rentals) will only be approved on Fridays. If additional rental time is needed, the borrower must return to the equipment desk and have the equipment rechecked and resigned out.

Requests for rentals exceeding a 72-hour period must be made in writing, at least 48-hours prior to the intended date of rental. Approval of these requests will be at the discretion of the New Media Chair and the IMRC Director. Rentals of this nature will be reserved for departmental functions, art installations, and thesis presentations.

Equipment rentals intended for in-class workshops and student projects will be given priority over rentals for private use.

Professional equipment packages traveling overseas, or being used by an external department, must be covered by secondary insurance.

## Returns & Fees

Equipment returns will be accepted from 12:00PM-1:30PM, on the designated due date.

Rentals should *always* be returned by the scheduled due date, by *the same person* who initiated the rental.

Any equipment, valued at over \$100, will require a \$20 deposit (cash or check). Departmental IDOs will not be accepted.

Anyone who returns equipment late forfeits his/her \$20 deposit.

Anyone who returns equipment late twice will not be able to rent any additional equipment for the remainder of the academic semester.

In the case of missing, or broken equipment, the person who rented it is responsible for:

Paying for replacement parts/maintenance (if applicable)  
Paying to replace the entire piece of equipment <\$500  
Paying the \$500 insurance deductible >\$500

Borrowers who do not make arrangements to replace damaged equipment will have all rental privileges revoked and may be subject to additional disciplinary measures.

\*Exceptions will be made for legitimate hardware malfunctions.

## RED Camera

At least one Reducation seminar course will be offered, every semester, for those who wish to learn about and use the RED camera.

Projects requesting the use of the RED camera system will be at the discretion and oversight of RED certified staff.

RED shoots on-campus may be unsupervised, but only after the *successful* completion of Reducation.

RED shoots that take place off-campus will *always* be supervised.

The RED camera will not be eligible for out-of-state rentals.

9/19/13 – Aaron Boothroyd