

UNM COMMUNICATION AND JOURNALISM DEPARTMENT

Equipment Checkout Policy

Updated 9/26/2023

Equipment is provided as a service to Communication and Journalism students enrolled in the current semester and pay course fees for certain equipment. This service allows students to use equipment for educational purposes in a classroom setting. The equipment is limited and casual use for entertainment is discouraged.

Policy

The equipment is to be checked out in person at the checkout room in room 110 in the Communication and Journalism department. The equipment must be returned in person to the checkout room only. You *may not* allow other individuals to return the equipment to you. **Never leave the equipment unattended.** The student is responsible for any damage or theft to equipment while in the student's possession. Students will be charged accordingly based on the cost incurred by the Communications and Journalism department to repair the damage or to replace the equipment.

A student may only check out equipment for the current semester that they are enrolled in. Course Fees pay for this equipment and only students currently enrolled in a Communication and Journalism course which utilizes this equipment will have access to the equipment. Instructors will let their students know what equipment is needed for their class.

Procedure

Students are required to fill out and sign the attached Equipment Release Agreement containing personal contact information, signature, and date. The form must be filled out each semester to confirm that the student has read this policy and accepted its terms. Digitally signed agreements can be uploaded [here](#) or emailed to video1@unm.edu. Paper agreements can be handed in to the Equipment Checkout office in room 110.

After a student has returned this signed agreement, they may request equipment through the online [Equipment Checkout Request Form](#).

You are permitted to checkout out the equipment for one week. The longer you have the equipment the bigger the risk you are taking. If the student does not return the equipment by the return deadline (see Checkout Hours below) they will be subject to the Late Return Penalties (see below). Students must wait 24 hours after returning equipment to place another checkout request.

Students will be financially responsible for any lost, stolen, or damaged equipment. The equipment costs range from \$200 to \$7,000 so please understand the risk you are taking when you are checking out the equipment.

Eligibility

Students must be registered for at least one Communication and Journalism course to qualify for checkout equipment. Each semester, the student must fill out this form given to them by their instructor that requires you to use the equipment for your class.

Checkout Hours

Equipment may be checked out during the following hours during the Fall and Spring Semesters

Day of the Week	Checkout Office Time	Return Deadline
Monday-Thursday	8:00 AM – 4:00 PM	One week from check-out date by 4:00 PM
Friday - Sunday	Closed	

Summer semester (if classes offered)

Day of the Week	Checkout Time	Return Deadline
Monday-Thursday	8:00 AM – 3:30 PM	4:00 PM one week from checkout date
Saturday & Sunday	No checkouts – Closed	

Late Return Penalties

Equipment must be returned to the AV department before it closes a week from the day the equipment was checked out (see Checkout Hours, above). Each occurrence of late, damaged, or lost equipment will count as an infraction. A student that incurs three infractions (two for the summer session) will lose access to this service for the remainder of the semester.

All equipment checked out is due at the end of the day, a week from the day the equipment was checked out. Try to schedule your appointment at least 24 hours in advance when you can pick up the equipment. Failure to return the equipment out on time will result in the following consequences:

1. First offense: One day late – Verbal Warning
2. Second Offense: Two days late or one day late after first offense – One week suspension of checkout privileges
3. Third Offense: Three days late or one day late after second offense – Three week suspension of check out privileges
4. Fourth Offense: Four days late or one day late after third offense – Permanent suspension of check out privileges through the end of the semester

Failure to communicate with equipment room staff regarding your overdue equipment will result in an email being sent to your instructor. Remember, the equipment is to help you complete your assignments. When you are late returning equipment, you inconvenience other students that need to work on their projects.

Acceptable Equipment Use Policy

This notice is intended to inform you about current use policies. The equipment belongs to the Communication and Journalism department at the University of New Mexico and may be used only by Communication and Journalism students or students taking Communication and Journalism classes to use certain equipment for academic purposes.

Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution.

The Communication and Journalism department reserves the right to monitor the use of this equipment to ensure allegations of misuse and/or abuse. Information stored electronically is subject to the New Mexico Inspection of Public Records Act and might also be made available to law enforcement agencies in response to a lawful request or order.

Equipment checkout privileges can be revoked if policy guidelines are repeatedly violated.

UNM Policy 2500 Acceptable Computer Use

<http://www.unm.edu/~ubppm/ubppmanual/2500.htm>

UNM Communication and Journalism Equipment Checkout Policy Agreement

I understand I am responsible for any equipment I check out from the Communication and Journalism Department. I am financially and legally responsible for this equipment and for any damage or loss that may occur while it is in my possession. I understand that borrowed equipment is due back on the next business day following the checkout date, and I am aware of the consequences listed above if I do not comply with this policy.

Furthermore, I understand that if I return equipment late, damaged, or missing any accessories, my borrowing privileges may be suspended, and I will be financially responsible for the cost of the missing or damaged equipment. If I allow anyone else to use this equipment while it is checked out to me, I remain solely responsible for it until it is returned. If I do not accept any part of this statement, I understand that I am not allowed to use any Communication and Journalism equipment.

Name: _____ Student ID #: _____

Signature: _____ Date: _____

Phone Number: _____ Email: _____

Address: _____

Class Title/Number and Term: _____ Instructor: _____

Instructor Signature: _____ Date: _____

