

Equipment Checkout Policy Agreement

Updated 1/16/2024

This policy agreement form constitutes compliance with general procedures and standards over the use of photography and videography equipment. This service allows students and faculty to utilize the equipment for educational purposes in a classroom setting. Personal or recreational use of the room is highly discouraged.

Policy

Equipment checkout is available at the Department of Communication and Journalism AV office in room 110. The equipment must be returned in person to the AV office room only (unless noted otherwise.) You *may not* allow other individuals return the equipment for you. **Never leave the equipment unattended.**

Users are responsible for any damage or theft to equipment during checkout. Users will be charged accordingly based on the cost incurred by the Department of Communications and Journalism to repair the damage or to replace the equipment. Users will be financially responsible for any lost, stolen, or damaged equipment. The equipment costs range from \$200 to \$7,000.

Course Fees pay for this equipment and only students currently enrolled in a Communication and Journalism course will have access to check out equipment. Instructors will let their students know when the checkout of equipment is necessary.

Procedure

C&J users are required to fill out and sign the Equipment Checkout Policy Agreement form in order to check out and use equipment (attached below). The form requires contact information, signature, and date for record-keeping. The form must be filled out each semester to confirm that the user has read this policy and accepted the terms and conditions. Digitally signed forms can be uploaded [here](#), emailed to video1@unm.edu, or uploaded on the Department of Communication and Journalism website, under “Equipment Checkout Policy Agreement Form Upload.” Physically signed copies can be turned in to the AV Office, at C&J Room 110.

After the agreement form has been submitted, users may check out equipment by submitting the [Equipment Checkout Request](#) Form on the department’s website. UNM NetID login is required to access the equipment checkout form. Only UNM NetID email accounts are able to submit the form online. Users have to submit a checkout 24 hours ahead of time. Failure to comply to these sets of instructions may deter the timeliness of an equipment checkout.

Checkout is available for one week for undergraduate students. Faculty and graduate students will have different checkout periods accordingly. Late returns may be subject to incurred fees and checkout suspensions.

If a student needs equipment for longer, they will require to submit a checkout for another kit ahead of time, so that they may return their first checkout and have a second checkout ready to follow.

Eligibility

Students must be registered for at least one Communication and Journalism course to qualify for the use of equipment. Each semester, students and faculty must fill out this form. Students are given this form to them by their instructor who require them to use the equipment for the class.

Late Returns and Lost Equipment

(Undergraduate students:) Equipment must be returned to the AV office during open hours one week from the date of equipment checkout. Each occurrence of late returns will count as an infraction. A user who incurs four infractions (three for the summer session) will lose complete access to this service for the remainder of the semester.

Failure to return equipment on time will result in the following consequences:

1. One day late: Verbal warning.
2. Two days late or one day late after first offense: One-week suspension of checkout privileges; email sent to instructor.
3. Three days late or one day late after second offense: Two-week suspension of checkout privileges; last warning before complete suspension of checkout privileges.
4. Four days late or one day late: Permanent suspension of checkout privileges through the end of the semester.

Lost/Damaged equipment will result in complete suspension of checkout privileges until equipment is returned, or payment for lost/damaged equipment is made. This includes a return that is missing parts of a kit (such as battery chargers or SD cards.)

Failure to communicate with the AV office regarding overdue equipment will first result in an email warning. After that, an email will be sent to your instructor. Equipment is available to assist you with the completion of your assignments. Late returns will inconvenience other students who need equipment to finish their work.

Hours

Monday-Friday: 8:00 AM-5:00 PM

Saturday-Sunday: Closed

Summer Hours (If classes are offered)

Monday-Friday: 8:00 AM-5:00 PM

Saturday-Sunday: Closed

Acceptable Equipment Use Policy

This notice is intended to inform you about current use policies. The equipment in the AV office belong to the Department of Communication and Journalism at the University of New Mexico and may only be used 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 Department of Communication and Journalism 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 violated.

Administrative Policies and Procedures Manual - Policy 2520: Accessing and Safeguarding Personally Identifiable and Controlled Information

<https://policy.unm.edu/university-policies/2000/2520.html>

Equipment Checkout Policy Agreement

I understand I am responsible over the use of the equipment in the podcast studio room at the Department of Communication and Journalism. I am financially and legally responsible over the use of this equipment and for and for any damage or loss that may occur while using the room. I understand that equipment in the room must be left as I found it. I understand that if any equipment is lost or damaged under my use of the room, my privileges may be suspended. I am aware of the consequences listed above if I do not comply with this policy.

If I do not accept any part of this statement, I understand that I am not allowed to use the podcast studio room belonging to the Department of Communication and Journalism.

Student Name:

Student ID #:

Student Email:

Student Phone Number:

Student Home Address:

Student Signature:

Date:

Class Title/Number and Term:

Instructor:

Instructor Signature:

Date:
