

Multimedia Policy Agreement Form

Updated 1/13/2026

The Department of Communication and Journalism equipment multimedia policy agreement form constitutes compliance with general procedures and standards regarding the use of the department's podcast studio, video production studio, and camera equipment. This service allows users to utilize the resources available for educational purposes in a classroom setting. Exceptions can be made for personal or recreational use of the room at the discretion of the department.

Studio Policy

The podcast studio and video production studio are available at the Department of Communication and Journalism (C&J) in room 122 and 116, respectively. Every individual (even in groups) is required to check-in and check-out at the AV front desk in room 110. **Never leave the studio room open**, even when leaving momentarily; close the door when leaving, and check back in with the AV office staff to be let back in.

Users are responsible for any damage or theft to equipment while in the studio. 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 \$250 to \$7,500.

For C&J student users: if a class assignment requires using the studio with an individual not enrolled in the department, C&J users remain responsible for the use of the studio room and costs from damage. C&J instructors may require C&J students to use the studio as part of the course.

Studio Procedure

Users are **required** to fill out and sign the **Multimedia Policy Agreement Form** to use the studios (attached below). The form must be filled out each semester to confirm that the user has accepted the latest policies, terms, and conditions. Students enrolled in a C&J course that requires the use of the studio **must** have their form signed by their instructor before submission. Other users might require the signature of the AV office.

Digitally signed forms can be emailed to video1@unm.edu, or uploaded to the [Multimedia Agreement Upload](#) link found on the department's website. Physically signed copies can be submitted at the AV office. Uploading forms online requires UNM authentication; if a user is not UNM affiliated, they should either email their form or turn in a physical copy.

After the agreement form has been submitted, **all users must book, complete, and pass an assessment** prior to studio use on the department's website through Microsoft Bookings: [Podcast Studio](#) / [Video Production Studio](#). Only UNM NetID email accounts can book online; if a user is not UNM affiliated, they must contact the AV office and have staff schedule the assessment for them. The completion of the assessment constitutes understanding of the studio equipment functions, and agreement to proper use of the room.

An assessment tests users on the operations of the studio's gear. Users should review instructional material found on our website prior to the assessment. Ensure you follow the instructions posted on the department's website to pass the assessment. Some help may be offered during the assessment, but it is not guaranteed.

Users may then book the studio room for sessions using the same link. Only one person needs to book a session for themselves or for a group. Users must book 24 hours in advance. Failure to comply with these sets of instructions may deter use of the studio.

Equipment Checkout Policy

Equipment checkout is available at the Department of Communication and Journalism (C&J) 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 to 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.

Equipment Checkout Procedure

C&J users are required to fill out and sign the **Multimedia Policy Agreement Form** to check out and use equipment (attached below). The form must be filled out each semester to confirm that the user has accepted the latest policies, terms, and conditions. Students enrolled in a C&J course that requires the use of the studio **must** have their form signed by their instructor before submission. Other users might require the signature of the AV office.

Digitally signed forms can be uploaded [here](#), emailed to video1@unm.edu, or uploaded on the Department of Communication and Journalism website, under [Multimedia Agreement Upload](#) link found on the department's website; physically signed copies can be turned in at the AV Office, in C&J Room 110. Uploading forms online requires UNM authentication; if a user is not UNM affiliated, they should either email their form or turn in a physical copy.

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 can submit the form online; if a user is not affiliated with UNM, they must contact the AV office with their request. Users must submit a checkout 1 business day ahead of time. Failure to comply with these sets of instructions may deter the timeliness of an equipment checkout.

Checkouts are available for one week for undergraduate students. Faculty, graduate students, and staff will have different checkout periods accordingly, subject to change. Late returns may be subject to incurred fees and checkout suspensions. For C&J student users: if a class assignment requires using the camera equipment or studio with an individual not enrolled in the department, C&J student users remain responsible for the camera equipment and costs from damage. C&J instructors may require C&J students to use camera equipment and studios as part of the course.

If a student needs equipment for longer, they must submit a checkout for another kit ahead of time, so that they may return their first checkout and have a second checkout ready to go. Renewals of the same kit are not permitted. Exceptions can be made at the discretion of the instructor.

Late Returns and Lost Equipment

Equipment must be returned to the AV office during office hours one week from the date of equipment checkout (undergraduate). Each occurrence of late returns will be counted as an infraction. A user who incurs three infractions 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. 1st late return: Verbal warning.
2. 2nd late return: Email sent to instructor.
3. 3rd late return: 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.

Fees

Fees to access multimedia resources range on a sliding scale, based on user type.

Students enrolled in a C&J course, C&J Faculty, Instructors, and Staff	Free
Non-C&J UNM Students, Faculty, Instructors, and Staff	\$5/checkout & hourly studio fee
UNM HSC and other UNM-affiliated members (off Main Campus)	\$10/checkout & hourly studio fee
Non-UNM affiliated Albuquerque members	\$20/ hourly studio fee (not available for equipment checkout)

Hours

Monday - Friday: 9:00 AM – 4:00 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>

Multimedia Policy Agreement Signature Form

I am responsible for the use of the equipment in the podcast studio and camera equipment available for checkout at the Department of Communication and Journalism. I am financially and legally responsible for the use of this equipment and for and for any damage or loss that may occur while using the room or renting equipment. I understand that the equipment in the room and in the kits must be left as I found it. I understand that if any equipment is lost or damaged under my use, 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 or camera equipment belonging to the Department of Communication and Journalism.

Student Name:

Student ID #:

Student Email:

Student Phone Number:

Student Signature:

Date:

Class Title/Number and Term:

Instructor:

Instructor Signature:

Date:
