

AV/Media Services Equipment Request Policy

University of Redlands

Media Services has a full array of media equipment available to enhance presentation and instructional needs for faculty, staff and campus organizations. While the use of the media equipment for academic activities is free, we do require a department account number that will be used access incurred late return fees and damaged/lost equipment costs (see sections regarding Responsibility and Late Fee Assessment).

Equipment available for check-out includes: laptop computers (1 PC and 1 Mac), data projectors – for use with laptops (6), portable overhead projectors (2), slide projectors (3), TV/VCR combination units (main campus only), camcorders (5), tripods, microphones, wireless microphone system (main campus only), boom-boxes (4).

Reservation Priority (ranked below):

1) Service to the University of Redlands **main campus** classroom use takes priority over all other potential requests. This includes in-class faculty or student presentations, guest speakers, demonstrations, etc. Faculty are asked to allow for as much advanced time as possible when reserving media equipment. Those requests made within 14 days of the event will compete with the priorities listed below. Equipment request for use on the main campus is delivered, set-up, and picked-up by AV/Media Services. Loan period: Less than 1 day.

1A) Service to the University of Redlands **regional centers** falls below those requests made by faculty on the main campus. All faculty requesting equipment for use at a regional center will be asked to first verify if their needs could be met with the existing equipment at each center (contact the coordinator specific for each center). Faculty are asked to allow for as much advanced time as possible when reserving media equipment. Those requests made within 14 days of the event will compete with the priorities listed below. Loan period: 1 day (see definition below).

2) Service for faculty who are making off-campus (non-classroom related) presentations such as conference presentations or guest lecturing arrangements. Requests can be made up to 14 day in advance of the event. Loan period: 1 – 3 days (see definition below).

4) Service for staff and student organizations for on-campus meetings. Requests can be made up to 14 day in advance of the event. Loan period: 1 day (see definition below).

5) AV requests for non-academic buildings such as the Casa Loma Room, Orton Center, and Hunsaker Center should be reserved through the Campus Events Office. Loan period: 1 – 3 days (see definition below).

How to Make an Equipment Reservation:

Reservations for equipment can be made one of three ways:

- By calling AV/Media Services at X8923/(909)748-8923.
- By sending electronic mail to: mediaservices@redlands.edu
- By campus mail to AV/Media Services

Be sure to specify date(s) needed, time needed (for example 9:30 am to 1:30 pm), list the equipment that is needed, building and classroom number (for on-campus delivery only), your

name and phone number. AV/Media Services will require a signed Equipment Reservation Form (see attached) before any equipment will be checked-out (this requirement does not apply to Priority 1 reservations as that equipment is delivered, set-up, and picked-up by AV/Media Services).

Media Equipment Loan Periods:

The normal loan period for equipment is one class period although some equipment is available to faculty for extended loan periods (1-3 days). An extended loan will be made only if there is adequate equipment available to meet general needs (extended equipment loans will be approved at the discretion of the AV/Media Services Manager). The extended loan is subject to cancellation after the first period if the general demand justifies recall.

A day is defined as a 24-hour period (for example, if equipment is picked up at 9:00 am on a Monday, it will be due by 9:00 am on Tuesday). The media equipment loan period will be stipulated at the time of loan. Renewals must be arranged before the due date.

Responsibility:

From time of delivery until time of pick up, use and security of any borrowed equipment is the responsibility of the requesting faculty/department/student organization. University departments, or organizations will be held accountable for any misuse, damage, or theft of University equipment. Each borrower will be required to sign an equipment loan form, complete with a department "fund transfer" number. The replacement cost for each piece of equipment borrowed will be indicated on this form. This is the amount that will be charged to the department if the equipment borrowed is lost or stolen. If the equipment is returned damaged but deemed repairable, a reduced amount will be charged to the department. Late return fees will also be charged to the account number provided (see section regarding late fee assessment listed below).

**Please treat all University equipment with care
so that others may take advantage of its availability.**