

## ACADEMIC COMPUTING SERVICES

### VIDEO LAB EQUIPMENT AND CHECKOUT POLICY

#### STUDENT CHECKOUT POLICY

The Video Lab manages equipment reservations and checkouts to students using the **WebCheckout** system. All students are automatically assigned an account in the system when they register each semester. Currently enrolled students with a valid Otis ID and a completed **Checkout Agreement Form** may borrow equipment from any of the designated WebCheckout Centers during open hours. The Checkout Agreement outlines the terms and conditions of the transaction as well as the students responsibility while using the equipment. Students are responsible for all fees, repairs, and/or replacement costs assessed on equipment borrowed under their WebCheckout account (see Equipment, below).

#### CHECKOUT PERIODS

Video Lab equipment may be checked-out according the following schedule:

- Mon – Wed: Equipment is due back the next day by 7pm.  
Thursday: Equipment is due back on Friday by 12noon.  
Friday: Equipment is due back the following Monday by 7pm.  
*(If the college is closed for a holiday, equipment is due back the next open weekday by 7pm)*

Equipment is due promptly; **Late Fees** begin to accrue as soon as the equipment is past due in the system.

#### RESERVATIONS

Reservations for Video Lab equipment are permitted for **Weekends** only. On the Monday of each week, the **Weekend Reservation Sign-Up** sheet is posted in the Video Lab. Students may sign-up on a first come basis to borrow equipment over the weekend. Students may pick-up reserved equipment after 12noon each Friday. Seniors may be given priority by their department for specific camera equipment during weekend rentals. All non-seniors may sign-up for the restricted camera equipment but the Video Lab cannot guarantee availability.

Students are responsible for notifying the Video Lab if they are unable to pick-up reserved equipment as scheduled. After a second no-show, the student will no longer be allowed to make reservations in the system.

There are **NO** reservations for weekday checkouts. All weekday equipment checkouts are handled on a first come, first serve basis.

#### RENEWALS

Equipment may be renewed in person or by phone for **ONE** additional checkout period unless it has been reserved, per the above Reservation guidelines. After one renewal, the student will not be able to checkout that

same model of equipment for another 72 hours.

## EQUIPMENT

All equipment available for checked-out from the Video Lab is considered to be in working order. Students are responsible for inspecting the equipment before they leave the lab. If any missing or damaged items are found, the student must notify the technician on duty and make note of the condition in the system. Students are responsible for equipment while it is in their care. The equipment is to be used in accordance with the proper operating procedures outlined in the user documentation. Some equipment is restricted pending successful completion of a training workshop. The Video Lab will post a schedule of workshops at the beginning of each semester.

The Video Lab and Academic Computing Services are not responsible for data or footage left on any tape, memory card or built-in memory. Students are responsible for backing-up all data before returning equipment.

## REPAIR AND REPLACEMENT

Students are expected to return the equipment clean and in working order, and are responsible for all repair or replacement costs resulting from damage during their use. Repair costs will be estimated by an approved Repair Service Center. If an item is lost or deemed irreparable by the service center, the borrower may elect to replace the equipment or pay fair market replacement value as determined by recent *Sold* listings on the eBay or Amazon marketplace. The replacement equipment must be the same model and condition, or newer equivalent.

## LATE FEES AND HOLDS

Late Fees vary according to the type and value of the equipment. Fees begin to accrue as soon as the equipment is past due in the system.

Camera Kits*	\$10 per day late fee
Lighting Kits	\$10 per day late fee
Projector Kits	\$10 per day late fee
SteadyCam Rigs	\$10 per day late fee
All other items	\$1 per day late fee

*\* Camera Kit includes but is not limited to a Camera, Lens, Batteries, Charger, Cables, Memory cards, Card reader and Manual.*

*Lighting Kit includes but is not limited to 3 Lights, 3 Stands and 3 Power cords.*

*Projector Kit includes but is not limited to a Projector, Power cord and VGA cable.*

A **Checkout Hold** is automatically placed on the student's account once any equipment is overdue in the system. A Checkout Hold will prevent the student from borrowing equipment from any of the college's WebCheckout Centers. A **Student Accounts Hold** will be placed on any equipment overdue 30 days from the original due date or after the last class meeting date of that semester, whichever comes first. When a hold is sent to the **Office of Student Accounts**, per the Student Enrollment Agreement, all grades, transcripts, and future enrollment may be withheld until the account for the current semester is paid in full. Please contact the Office of Student Accounts in Ahmanson Hall, Room 209 for questions regarding individual accounts.

## **FACULTY AND STAFF CHECKOUT POLICY**

The Video Lab manages the lending of equipment to faculty and staff (borrowers) using the **WebCheckout** system. Currently employed faculty and staff with a valid Otis ID and a completed **Checkout Agreement Form** may reserve and checkout equipment following the procedures outlined in the preceding student policy. The “Checkout Agreement” outlines the terms and conditions of the transaction as well as the borrower’s responsibility while using the equipment. The borrower is responsible for all costs attributed to the repair or replacement of equipment used under their WebCheckout account.

## **REPAIR AND REPLACEMENT**

The borrower is expected to return the equipment clean and in working order, and is responsible for all repairs or replacement costs resulting from damage during their use. Repair costs will be estimated by an approved Repair Service Center. If an item is lost or deemed irreparable by a service center, the borrower may opt to replace the equipment or pay fair market replacement value as determined by recent *Sold* listings on eBay or Amazon marketplace. The replacement equipment must be the same model and condition, or newer equivalent. A printed invoice will be provided from the WebCheckout system and payments may be made at the Business Office in Ahmanson Hall, Room 218.

## **HOLDS AND RECOURSE**

Once any equipment is past due in accordance with the checkout time periods, a **Checkout Hold** is automatically placed on the borrower’s account. A Checkout Hold will prevent the patron from making reservations or borrowing equipment at any of the college’s WebCheckout Centers. If any equipment is not returned, replaced, or repaired within 30 days of the original due date, the account will be considered **Delinquent**. \* Faculty account delinquencies will be forwarded to the Provost’s Office, and non-Academic Affairs Staff delinquencies will be referred to Human Resources. Non-payment of repair or replacement charges will be noted in the context of annual Performance Evaluations.

*\*It is not within the Video Lab’s purview to make exceptions to College checkout policies; Faculty may direct their concerns to the Provost’s Office, and Staff to Human Resources, should the need arise.*