

Equipment Loan Guidelines & Agreement - 2016-2017

Art & Technology Learning Lab – School of Arts, Media, Performance & Design

Computer facilities under the jurisdiction of the School of Arts, Media, Performance & Design maintain some equipment that may be borrowed for *course-related work*. Only students with access cards to a School of Arts, Media, Performance & Design facility may book equipment; booking privileges are not transferable to any other party for any reason. Breach of this regulation may result in penalties ranging from suspension of privileges to criminal prosecution. Before equipment is removed from the lab, the borrower must display proficiency in the use of the equipment and sign the Damage Collection Policy Waiver.

Care of Equipment:

All equipment is checked to ensure that it is in proper working condition before being loaned out. Borrowers are responsible for taking proper care of the equipment while it is in their possession. Any problems, defects, or damage *must be reported in writing* to the lab technician or lab monitor upon return.

Equipment Insurance:

All borrowers should be aware that the School of Arts, Media, Performance & Design insurance policy does not cover the equipment available outside of the computer facilities. Equipment must be closely watched at all times. Equipment should not be visible if left in a vehicle during the day, and equipment should never be left in a vehicle overnight. For their own protection, borrowers are encouraged to take out appropriate coverage under their personal insurance.

Damage Collection Policy Waiver:

All students with a valid Art & Technology Learning Lab (ATLL) card wishing to borrow any of the ATLL production equipment must sign a waiver the first time they borrow equipment from the lab. This waiver outlines procedures and policies regarding insurance, damage, loss or theft to equipment. Any unpaid damages incurred may be charged directly to their student accounts. For further information, please contact the Digital Media Lab Technician.

Terms of Agreement:

Equipment may be booked in advanced by students with valid ATLL cards. Equipment bookings must be made through the Digital Media Lab Technician, Monday through Friday, between 2 – 4 PM. Likewise, all equipment is signed out by the Digital Media Lab Technician, Monday through Friday, between 2 – 4PM and **MUST** be returned by 10AM the following business day.

Late returns may result in the suspension of borrowing privileges.

