GENERAL GUIDELINES
The Equipment Checkout Labs use a bar code inventory system for checkout and tracking of equipment. Student use of the equipment and facilities is restricted to class assignments during the semester in which they are enrolled in an authorized production course. Students are expected to complete their projects in one semester. Equipment will not be checked out earlier than the first day of class, and all equipment must be checked in no later than the last day of classes (see the equipment lab schedule for the exact dates and times). A student’s failure to finish a project does not give them the right to use equipment between semester breaks or during the following semester. Instructors will follow university guidelines on assignment of an Incomplete. Unauthorized use of equipment could result in a loss of all equipment privileges.

In order for a student to be granted equipment checkout privileges, the following information must be provided:
- verification of the student’s enrollment in a production course for the semester in which the request for equipment is made.
- confirmation by the instructor that the student has submitted the appropriate number of supply cards for each production course.

Equipment use is limited to the approved production package determined by the faculty member (in consultation with the facilities manager) for each class each semester. Equipment is only to be used for authorized class projects.

RESERVATIONS OF EQUIPMENT
Equipment is available for checkout only after it has been properly reserved with the equipment lab and enrollment in a specific production class has been verified.

CHECKOUT OF EQUIPMENT
For your own protection, you should checkout your own equipment. Other members of your crew may be present at the time of your checkout, but you will assume the financial responsibility for everything checked-out in your name.

Be prompt for your checkout appointments. A checkout will be automatically canceled if equipment is not picked up at the scheduled time, and we have not been contacted to make other arrangements. If you anticipate that you may be late please call the equipment lab prior to your scheduled appointment. Allow a minimum of 30 minutes for the checkout process. Always set-up the equipment in the hall to ensure that 1) it is in good working order, 2) you have everything you need, 3) all the items listed on the check-out sheet are actually included in the equipment package. Checking the condition of the equipment also protects you from being billed for damage you didn’t cause. Remember: Once you sign for the equipment, you assume financial responsibility for it.
STUDENT RESPONSIBILITY
Your responsibility is explained in the Equipment Use Agreement, which everyone must sign before being allowed to checkout equipment. You will be charged for all missing or damaged equipment listed on your checkout sheet so be absolutely sure the check-out form is accurate. Never leave equipment in an unattended car.

CHECK-IN OF EQUIPMENT
There are no unaccompanied check-ins. You may designate a person to check-in your equipment for you, but that person must also have been present at the time of the check-out. If you anticipate that you may be late please call the equipment lab prior to your scheduled appointment. Allow 30 minutes for the check-in process. Check everything against your copy of the check-out sheet prior to arriving at the office. Pack everything neatly, exactly the way it was packed at checkout. Cables should be properly wrapped. If you have things in an accessory case or box, delicate items such as microphones should be on top.

Please report all malfunctions when you return the equipment, as this is the only way the staff can keep up with repairs, and helps save you and other students from receiving malfunctioning equipment. Charges will be assessed for missing or damaged equipment. Charges are based on present replacement cost or approximate labor costs and parts. Don’t throw away broken, damaged equipment or burned out bulbs. Return all items to the equipment lab and we’ll determine if any fault for damage exists. Missing light bulbs will be charged to the student. Light bulbs that are burned out due to incorrect installation or use will be charged to the student. Some bulbs cost in excess of $50.00.

Remember: Once you sign for the equipment, you assume financial responsibility for it. You will be charged for all missing and damaged equipment listed on the check-out sheet whether you received it or not.

TIME LIMITS ON EQUIPMENT
You are guaranteed equipment for a certain number of days depending on the course. See your instructor or GLA for current information.

LATENESS/FEES
Equipment must be picked-up and returned on time because your fellow students are depending on it. If you anticipate that you may be late please call the equipment lab prior to your scheduled appointment. Chronic lateness will result in a loss of equipment privileges. Equipment will only be checked out/in during the posted operating hours of the equipment lab. Fees may be assessed for any equipment returned after designated return time. Students will not be allowed to check-out equipment until fees are paid in full.

PRODUCTION PACKAGES
Equipment available for production classes varies from semester to semester and instructor to instructor. See your instructor or GLA for current information. Students must verify their current enrollment status, and the project or classes in which they are enrolled.

CONTACT INFORMATION
To report an equipment problem, or if you will be late for an equipment check-out or check-in appointment please contact the following GLA’s: Graduate Equipment Lab (165-1PP) 404-463-9993; Undergraduate Equipment Lab (106-GCB) 404-651-3312; or Matt Rowles (162-1PP) at 404-463-9992.