

**The University of Western Ontario
Faculty of Arts and Humanities
Department of Technical Services**

EQUIPMENT SIGN-OUT POLICY

Revised August 2013

Preamble

The first priority for all sign out equipment is to accommodate course project and teaching demands. Extra curricular projects must be pursued as second priority therefore no guarantees can be made for the accommodation of these types of projects. This reservation and sign-out policy applies to all Technical Services' equipment.

Policies

1. Students/Faculty/Staff must reserve equipment in advance, and are also responsible for cancelling bookings that they no longer need. If booked equipment has not been picked up by the end of the reserved period, all future bookings will be automatically cancelled.
2. Equipment dedicated for specific class use may not be signed-out for general use throughout the term of the class.
3. Priority will be given to students enrolled in classes in which course projects require specific equipment.
4. Any student/faculty/staff who is not registered in the Faculty of Arts & Humanities cannot sign-out any Technical Services' equipment.
5. Students wishing to sign-out the data/video projectors must make a request through Technical Services prior to making a booking. Permission for this type of booking will be at the discretion of the Department of Technical Services.
6. Equipment must be picked up and returned within the operating hours of the equipment sign-out office. Equipment that is not returned by the end of the lending period is subject to a late fee of \$5 per item signed-out. The late fee will accrue at a rate of \$5 per item per day until the equipment is returned. Special accommodation requests for drop-off or pick-up times must be made at the time of booking.
7. The borrower is responsible for the equipment until it has been checked in by a Technical Services staff member. **Do not leave any equipment unattended outside the office as you will be responsible for it.**
8. All information provided by the borrower on the sign-out form will remain confidential unless s/he has violated any of the regulations pertaining to borrowing privileges.
9. Students failing to respect the responsibilities listed above, failing to return equipment in good working order, or failing to return equipment at all, will be invoiced by the University for the full value of repairs or replacement.
10. Technical Services does not supply storage media for recording devices. Borrowers must provide their own media. MiniDV tapes and SDHC cards are available for purchase from the Equipment Lending Office in UC 186B.