

## JHU Digital Media Center Equipment Reservation and Loan Policies and Procedures

The Digital Media Center's (DMC) equipment room is located in room 226 of the Mattin Center, phone: 410-516-3817, 410-516-4288. The equipment room provides equipment loan services to all students enrolled in the Schools of Engineering and Arts and Sciences. Although there is no charge for the use of any University-owned equipment, students are expected to treat any equipment entrusted to them with the utmost responsibility and care. **Equipment loans are a privilege, not a right.** Other than normally expected wear and tear, the student will be held responsible for any lost or damaged equipment. Students are expected to be aware of the replacement value of any piece of equipment they checkout.

Students must be currently enrolled in the Schools of Engineering and Arts and Sciences. A valid J-card must be presented prior to signing out equipment. Equipment will only be checked in and out at the DMC equipment room when staff are present. Please refer to the Digital Media Center's web site (<http://digitalmedia.jhu.edu>) for current schedule.

The following equipment room policies and procedures should be read carefully and understood by each student using the facility. After reading these policies, complete and sign the contractual agreement at the end of this packet and return it to the DMC equipment room.

### 1) Loan of Equipment:

- a) To qualify for an equipment loan, students must demonstrate operational knowledge and mastery as defined by DMC professional staff.
- b) Equipment will be available for loan to students who have been approved by a DMC professional staff member. Do not attempt to reserve equipment that you have not yet been approved to use.
- c) When equipment is checked out, you will receive a receipt which acts as a permission slip to borrow the equipment. Hold this receipt while in possession of the equipment as it has important information for identification purposes.
- d) Students will be held totally responsible for all equipment checked out to them when they sign the contractual agreement. It is understood that all such equipment shall be returned to the equipment room in the same proper working condition as it was issued.
  - i) It is the student's responsibility to accept only equipment in proper working condition from the equipment room. Check the parts and contents of the package against the receipt.
  - ii) Should equipment become faulty for any reason while in the student's charge, absolutely no attempt should be made by the student (or anyone else) to repair it. If faulty, return the equipment immediately to the equipment room.
  - iii) Under no circumstances should any equipment in your charge be loaned to any other person. All equipment transfers must be handled through the equipment room, even to the next user in line; you could wind up paying dearly for someone else's carelessness.
  - iv) Supplying equipment to individuals who do not have authorization is a severe abuse of equipment room policy.
  - v) It is essential that equipment be returned to the equipment room on time. Late fines will be enforced. If you are late AND someone needs the equipment, you will be fined. Reserved equipment must also be picked up on time or your reservation will go to someone else. It is the patron's responsibility to be aware of the equipment room's schedule. You may check equipment in earlier than the return time and you may pick up reserved equipment earlier than the reserved time if the equipment is available.
  - vi) There is a five (5) dollar late fee per day, per capital item, (cameras, recorders, tripods, light kits, microphones, cables, power cords, etc.) for all checkouts which exceed the check-in time. Extenuating circumstances will be considered only if the equipment room is notified before the equipment is past due. Phone calls to the equipment room should be made during equipment room hours. Messages left on voice-mail will not be

accepted.

vii) Equipment sign-out privileges may be revoked at any time without warning due to careless handling of equipment, repeated lateness, or abuse of equipment room policy. For example: unattended equipment is considered careless handling.

2) Terms of Equipment Loan:

- a) All equipment may be signed out for a maximum of three (3) days. Equipment must be returned and checked before a renewal of the loan may be made.
- b) Extended loans of any equipment will be allowed only with special permission from the DMC Director. Reservations for extended periods or holidays will be considered on a proposal basis. Falsified or misrepresentation of special permission will result in immediate revocation of equipment room privileges and notification of your advisor.

3) Lost or Damaged Equipment:

- a) The borrower is responsible for returning all equipment received in the same condition as when received.
- b) The borrower will be responsible to pay the cost of replacement of any equipment not returned, or equipment returned which is damaged beyond repair.
- c) The borrower will be responsible to pay the repair cost (not to exceed the replacement cost) of any equipment which is returned in damaged condition.
- d) Costs assessed against borrower will be treated as any other debt owed to the University, and failure to pay as required may result in loss of privileges and benefits, including but not limited to prevention from registering for courses, delay in receipt of grades, or withholding of granting of certificates or degrees.

4) Reservation of Equipment:

- a) Equipment reservations can be made at any time during equipment room hours for up to 14 days in advance. Pre-approved/long term projects may be given special consideration by the DMC Director.
- b) Thirty minutes before closing, all reservations not yet claimed are void. This is to give DMC staff time to complete check out procedure prior to closing.
- c) Specific future checkout times during the semester can be arranged by giving adequate advance notice to the DMC staff.

5) Room Reservations: Advanced video, audio, group, and presentation rooms are available for use by students according to professional staff approval. Access is reserved at the equipment room in a similar fashion as equipment. The patron must reserve the specific time of day s/he will be using the room.

- a) Each room schedule is broken down into 2-hour blocks of time. If you work past your scheduled time and someone needs the room or equipment, you will be fined.
- b) Reserving time commits you to that block. You may come and go as you please, but use the time wisely. No-shows are considered abuse of policy. Cancellations must be made during equipment room hours with adequate advance notice.
- c) You are required to check in and out of the room by contacting the staff person on duty before and after use. Reporting of and responsibility for any problems, damage or unacceptable messes, is required for all work areas.
- d) Storing personal project materials in the DMC is not recommended, but if a patron must do this, s/he must label the discs, tapes, etc., with a name and date to avoid having it removed. Please ask equipment room staff for a storage box.

6) Hard Drive Storage: Lab machine hard drives have been divided into partitions to facilitate both short and long term projects.

- a) Patrons who are working on short term projects may use the “scratch disk” partition for any files created during that work session. At the end of the session all files must be copied onto removable media and then removed from the hard drive.
  - b) Patrons who have long term storage needs may submit a project proposal request and apply for extended-use of a 5-10 gig hard drive partition. The DMC does not back up files on lab machines and will not guarantee the security of any files left on the hard drives.
  - c) Reservations can be made to work on specific machines at specific times. Priority will be given to students who currently have pre-approved projects on the hard drive of a specific machine.
- 7) Penalties: Responsibility for lost, damaged or stolen equipment is outlined above.
- a) Late equipment returns are fined. Failure to pay fines will result in a hold on your reserve/checkout privileges. Failure to pay fines that remain after the last day of classes will result in the holding of your grades and your reserve/checkout privileges will be suspended until fines are paid. FYI, that means you cannot use the DMC or graduate until your fines are paid.
  - b) Any abuse or disregard for the above policies will result in suspension of use of the DMC for the rest of the current semester. Access may be reinstated the following semester through formal application to the DMC director.

**Digital Media Center - Contractual Agreement**

The undersigned agrees to follow the terms and conditions for the usage of equipment and facilities in the JHU Digital Media Center.

- 1) I agree to be completely responsible (for the safety and cost of repair/replacement) for any piece of equipment checked out for the entire time such equipment is assigned.
- 2) I agree to thoroughly inspect all equipment in the presence of DMC staff at the time of checkout to determine that the equipment is in good working order, noting any and all deficiencies on the checkout form.
- 3) I agree to return all equipment only to authorized DMC staff, and remain present while equipment is thoroughly inspected.
- 4) I agree to pay, in full, the replacement cost of any piece of equipment or constituent parts that are lost, stolen, or damaged beyond repair, for any and all reasons under any and all circumstances while it is checked out under my name and/or in my possession.
- 5) I agree to pay, in full, the cost of repair of equipment that is returned in a condition inferior to the condition in which it was checked out.
- 6) I agree to accept the DMC staff person's judgment in any and all of the aforementioned matters regarding equipment condition and return.
- 7) I agree to return all equipment by the date due, and to pay, in full, fines that may accrue on equipment returned late as determined by the DMC staff.
- 8) I agree to return equipment at the date and time specified on the checkout form. Equipment will be considered late if returned after the check-in time.
- 9) I have read all of the above terms and conditions and agree to their provisions in full.
- 10) I agree to keep the DMC informed of any changes of campus address, email, and telephone number.

**PLEASE FILL OUT COMPLETELY**

I, \_\_\_\_\_, have read in full and understand the policies and procedures for the JHU Digital Media Center and will comply in full with said policies.

J-card # (last 8 digits) \_\_\_\_\_

Email Address \_\_\_\_\_

Local Address \_\_\_\_\_

Local Telephone \_\_\_\_\_

Expected Grad Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please detach this page and return it to the DMC equipment room.**