

Media Equipment Checkout Policies and Procedures

for

Texas Wesleyan University's Academic Technology Department, Media Services, and the Eunice and James L. West Library

The primary intent for allowing media equipment to be checked out is in support of presentations and training conducted by faculty, staff, and students. The only priorities given to checkouts are to honor previous reservations. No group, faculty, or staff member has rights or privileges under these policies that exceed the rights and privileges of other members. The Eunice and James L. West Library adheres to and enforces these following policies as formed by the Media Services and Academic Technology Departments.

Access:

- Equipment is only available for use by TWU students, faculty and staff. The rights of alumnae or associates of the university in good standing will be approved on a case-by-case basis by the Directors of Media Services and Academic Technology. Presentations in conjunction with university approved and sponsored events are criteria by which non-university members may have their check out rights reconsidered.
- Users must present a valid TWU ID card.
- Media Equipment is circulated for 1 day. Equipment will not be loaned for extended periods of time so as not to hinder others access to this resource. The Media Coordinator, only through a previously negotiated reservation, may make exceptions.
- There is no limit to the number of equipment pieces that may be checked out at a time.

- It is the responsibility of the group or patron to assess their own resources and to first seek out presentation equipment within their group, school, or department. The patron is obliged to utilize the media checkout equipment as a source of last resort for presentation equipment. If the group or member possesses in their inventory, equivalent equipment to that being requested, restrictions to check out rights may be applied. If media equipment is consistently occupied under reservation, but in an unemployed status, at the expense of opportunities for other patrons, then the rights of the offending patrons will be suspended.

Reservations :

- Equipment checkout rights will be honored by reservations in the order they are received. The library cannot guarantee these items will be available without sufficient notice. Therefore, equipment should be reserved at least several days in advance of the need. Staff, Students, and faculty may place reserve requests by checking the library media website at:

<http://ezproxy.txwes.edu/services/media.php>

or, by filling out the media equipment reservation electronic form at:

<http://www.txwes.edu/contact/mediareserv.htm?Submit=Make+Media+Equipment+Reservation>

or, by emailing Martha Farmer at:

Mfarmer@txwes.edu

or, by calling Martha Farmer at:

(817) 531-4803

- To renew checkout status, equipment must be returned to the library in order to recycle the order through the computers and to remove possible reservation conflicts upon the equipment. If a reservation for the equipment is pending, the equipment must be returned in order to honor the rights of the next reservation holder.

Distribution :

- The library provides delivery and pickup of equipment for staff and faculty. Students are required to checkout and return equipment to the circulation desk on the ground floor of the library. Current Texas Wesleyan University identification cards are required.
- The security of the equipment is the responsibility of the borrower while it resides at their event/location between delivery and pickup appointments. It is advised that personnel be on hand to receive delivered equipment and ensure safe transfer back to library staff.
- Hardware may not be added, removed, altered, or modified from the original configuration without the express permission, in writing, of the Library or Media Coordinator. If equipment is returned in an altered state, checkout rights will be restricted.
- Use of equipment off the university property is discouraged, but use restrictions limited to the campus boundaries are not feasible. Therefore, **the borrower assumes additional risks to hardware safety and security inherent in transporting and using media equipment off-site.**
- Approved and licensed software will be pre-loaded onto all computers. A list of titles can be viewed at the ICT website: <http://www.ict.txwes.edu/>
- If non-standard software is to be loaded, this should be indicated on the equipment checkout requirements and the borrower must provide appropriate license(s) and media. Labor charges may be incurred to load specialized software. All permissions and installations must be negotiated with the ICT department.
- The library personnel are responsible only for delivery and pickup of media equipment. Setup and operation of media equipment is the obligation of the patron.

- Instructions for equipment use are printed and attached to the equipment. Other items may include operations manuals.
- The Academic Technology Department and the Media Department have limited resources by which to troubleshoot equipment operations. It is advised that patrons feeling less that confident in the operation of media equipment consult with the Academic Technology Department and the Media Department. Operations training is available for patrons. Please schedule both your reservation and training earlier in order to ensure availability.

To schedule training opportunities contact:

Richard Massey (817) 531-5863

Hmassey@TXWES.EDU

Jason Neal (817) 531-5859

Jneal@TXWES.EDU

- Operations emergencies can be responded to on a limited basis. Previous responsibilities of the Library, Academic Technology Department, and the Media Department will take priority over media equipment operations emergencies. In order to contact personnel who can assist with equipment operations in an emergency call:

For problems with computer hardware or software issues:

ICT Help Desk (817) 531-4428

helpdesk@txwes.edu

For problems with most other equipment call:

Richard Massey (817) 531-5863

Hmassey@TXWES.EDU

Charles Martin (817) 531-5856

Cmartin@TXWES.EDU

Jason Neal (817) 531-5859

Jneal@TXWES.EDU

- Responsibility for the equipment lies with the Borrower from the time the equipment is released until the equipment is checked back into the Library. Security devices are provided for certain items but ALL REASONABLE SECURITY TO PREVENT THEFT OR DAMAGE IS THE RESPONSIBILITY OF THE BORROWER. All returned equipment will be inventoried and checked for damage upon return. If damage has occurred and if repair or replacement is necessary the borrower will be notified and the borrower's account number will be charged. Use the enclosed equipment inventory list to ensure all equipment and accessories are accounted for before returning to the library.

▶ **Responsibility:**

- The library will check out the media equipment to the university member's account. If checkout policies are violated, penalties and restrictions will not only be applied to the member's account, but also to the group or school to which the equipment was delivered.
- Overdue penalties: late returns between one day and one week will result in loss of checkout rights for one week. Loss or damage (that results in the malfunction of equipment) will result in complete forfeiture of checkout privileges until replacement or monetary restitution is accomplished. Further penalties for Loss of damage will include diploma and transcript holds, denial of grades posts, and graduation forfeiture.
- Students, faculty and staff are responsible for the repair or replacement costs of lost or damaged equipment.
- Patrons may not check out equipment while delinquent for any reason. Once an item is declared lost or damaged, media equipment circulation privileges will be suspended until restitution is made. After a patron has returned equipment late

- three times, that patron's (as well as their group's) checkout privileges will be suspended for the remainder of the semester.
- When a patron declares that an item has been stolen, the matter must be turned over to the Campus Police. Based on University Policy, when a patron declares an item is stolen, an official investigation will follow. A police report must be attached to the yearly Equipment/Property Inventory for any item, which is listed as stolen. Replacement responsibilities still apply to a patron under conditions of theft.
 - Texas Wesleyan University, The Eunice and James L. West Library, the Academic Technology Department, and the Media Department hereby advises that the user agrees to and assumes all responsibility for any and all damages that may occur as a result of the use of any media resources, either foreseeable or unforeseeable by either party.