

JAMM Equipment Checkout Policies & Procedures Agreement Spring 2018

EQUIPMENT CHECKOUT SCHEDULE: Equipment is available **only** during the hours posted on the office door and on the JAMM Audio Video Equipment website <http://www.uidaho.edu/class/jamm/opportunities/jamm-video>

The office opens for the semester on Tuesday January 16th. The office is closed Monday, February 19th for Presidents' Day and March 10th-18th for Spring Break. The office closes for the semester at 5:00 p.m. on Friday, May 4th and all gear must be returned by this deadline.

- Fill out the form completely. In order to have your request processed you **must** include: (1) the time and indicate a.m. or p.m.; (2) **contact information**, (3) **class number**; and (4) your **signature** on the back of the form. **EQUIPMENT MUST BE RESERVED AT LEAST 24 HOURS IN ADVANCE.**
- Equipment is reserved on first-request basis and specifically for the date and time of the request.
- Equipment can only be checked out for 24-hour periods during the week. On weekends, you may check out equipment on Friday but it must be returned by the first open checkout shift on Monday. You can always return equipment early during open hours.
- Request all the equipment you need. For example, if you request a shotgun microphone you must also request a mount or XLR cable. Take the time to double check what you have requested and make sure you have properly filled out the form.
- Note the time you have committed to return the equipment. If you are more than 10 minutes late, fail to return all equipment, or break or damage any equipment, you will receive a strike (in addition to paying for any repair or replacement of affected equipment). If you fail to return equipment on time, you will be given additional strikes for each day it is late. One strike is a warning, two strikes means you cannot check out gear for a week. If you receive three strikes you will not be permitted to check out equipment for the remainder of the semester. If you owe and have not yet paid for the replacement or repair cost of any equipment you previously checked out and either damaged or failed to return, you will not be permitted to check out any additional equipment until the prior equipment is returned in the same condition it left the RTV Center or any replacement or repair costs are paid. Also, if equipment is returned at an extreme temperature, you will not be permitted to check out any other equipment.
- If you check out equipment, you are solely responsible for it. **Never lend equipment that you've checked out to anyone else.** If you allow someone to borrow the equipment and he/she breaks or loses it, you are solely responsible for it and will be charged the full cost of repair/replacement of the item. **Keep equipment in your physical possession at all times.** Equipment will only be checked in and out to students who have signed this agreement and are registered for production courses in a given semester. The person who signed for the equipment must be the person who returns it.
- Look over the equipment when you check it out to confirm you have everything you need. **Test the equipment before leaving the RTV Center to confirm everything is functioning properly.** If you are unfamiliar with proper operation of equipment, you should check out a user manual and ask for help. You will be responsible for equipment that is not returned in the same condition it left the RTV Center.
- **Accidents and loss can be prevented. You will be responsible for either the full replacement cost or full repair cost of all equipment that is lost or damaged. Never leave equipment in cars or out of your sight.** Keep the equipment in secure, locked, interior locations when not in use and overnight. Weather can also be problematic for the proper operation of electronics so if the equipment is returned at an extreme temperature, you will lose checkout privileges for the semester. **Never leave equipment unattended while it is checked out to you!**
- Editing Bays are scheduled on a first-come first-served basis. Sign-up sheets are posted on each door. Sign up for time on the bay you wish to use. Edit bays are not networked so if you put footage on a computer you must continue to edit on that specific computer until you are finished. **It is strongly recommended that you purchase an external hard drive to back up your media onto.** Be courteous to your peers when using these facilities. If you sign up for more time than you need or finish early, cross your name off the schedule for the time you will not be using so other students can access the bay. Editing bays open and close with the checkout hours of operation. On IMACS A-F all media must be saved to the PROJECT HARD DRIVE, any media saved to the Desktop, Mac/NLE drive will be deleted. IMAC G & H, NLEs1- 4 & NLEs 5A & 5B have only one hard drive so media can be saved to that drive but never to the Desktop. **Any material saved to the Desktop will be DELETED. NLE Hard drives will be DELETED and updated the Friday of Midterm week & the Friday of Dead week or as space is needed during the semester.** Keep track of your media workflow, copy & backup finished videos & footage onto your personal drive. The University is **not** responsible for any deleted media or materials.

Please initial each statement and sign below indicating your acceptance of these conditions.

- ___ I understand that the School of Journalism and Mass Media equipment and facilities are for use only by students registered in JAMM audio/video production courses in a given semester. JAMM equipment and facilities are to be used by registered students only for work assigned in those audio/video production courses. No outside work or personal projects are allowed.
- ___ I understand that I accept full responsibility for the safe care, operation and return of all checked out equipment.
- ___ I agree to pay all costs associated with repairing or replacing equipment and its' associated peripheral equipment should it be lost, stolen, or damaged while it is checked out to me. Cost of replacement is equipment specific.
- ___ I understand that equipment has to be reserved 24 hours in advance and is due within 24 hours of when I checked it out (except weekends) and that I will return the equipment by the scheduled due date and time.
- ___ I understand that if I don't return equipment in a timely manner and/or lose or damage equipment, that I will be denied further equipment reservations (in addition to paying for any repair or replacement of affected equipment).
- ___ I understand that I must sign up for editing time, save my media to the appropriate hard drive, and power off equipment when I finish editing. I also understand that media stored to the wrong hard drive or to the desktop of any NLE will be deleted, that hard drives are deleted at midterm and during dead week or as space is needed during the semester and that it is strongly recommended that I use my own external hard drive to store my media and projects. I further agree that the University is **not** responsible for any deleted media or materials.
- ___ I understand the above stated policies and procedures for Equipment Checkout and Editing Facilities. My signature confirms that I have read the policies and procedures and agree to be bound by these terms.

Sign here: _____ Date: _____

Print your name here: _____

E-mail & phone #: _____