

# HIGH POINT UNIVERSITY

Nido R. Qubein  
School of Communication

## **NQSC EQUIPMENT ROOM POLICY**

### **AUTHORIZATION:**

At the beginning of every semester, each student will be presented this policy in their class(es) authorized to check out equipment. Use of the Equipment Room will serve as acknowledgement that this policy has been reviewed and accepted by each student. The checked out agreement form must be returned to the equipment room by student or faculty.

*A HPU Passport will be required for the equipment room manager/staff to check out equipment.*

### **INSTRUCTION:**

**Students are expected to be proficient in the operation of all equipment they check out.** If you need additional instruction on how to operate the equipment, let the instructor of the class know and request additional training. Instruction manuals are available online. You are responsible for operating the equipment properly.

Although the checkout staff will assist where they can, they are not instructors. Their responsibility is to provide the equipment requested and verify that the equipment is returned complete and undamaged.

Damage to equipment due to operator error will be charged the full repair/replacement fee.

## CHECK IN/OUT HOURS:

Hours of operation will be posted on the door of the equipment room each semester.

Please note: the Equipment Room staff often must leave immediately at the end of their posted hours. Therefore, you need to arrive early enough to complete your check out /check-in *before* the closing time.

Equipment check out and check-in may take up to 10 minutes for some equipment due to the number of items that must be verified.

## CHECK OUT DURATION:

Normal check out length is for **up to 3 days**, with equipment to be returned **prior to the end time**. (Example, equipment is checked out Monday morning, it is not due until the closing the Equipment Room on Wednesday.)

Extension of time for check out is possible once after the first issuance of equipment (see Renewals below).

From time to time, circumstances may necessitate changes from the checkout time limit but these exceptions can only be authorized with advanced written authorization by faculty and department chair to the Equipment Room manager.

## CHECK OUT CONDITIONS:

Equipment will only be checked out to authorized persons. The person whose name is on the reservation will be responsible for its safe and timely return. **In the case of packages, such as camera kits or lighting kits, under no circumstances will anyone borrow from one kit to fill or expand another.** Only one (1) camera or camera kit can be checked out per user.

If you know that you are going to need more than one camera for a shoot, you will need other authorized users, such as classmates, to check out the additional cameras.

## CHECK OUT PROCEDURE:

Equipment will be checked out on a first-come first-served basis. It will take approximately ten-minutes to check out a standard camera kit. There is often a line for checkout, so plan accordingly.

HPU Passport cards must be presented to Equipment Room staff at each checkout.

Please inspect the equipment prior to leaving the Equipment Room for any damages or missing components. We strongly recommend that you take a picture of the kit as you check it out in the event there is damage or missing equipment or parts.

The checkout process is completed once the Equipment Room staff has completed scanning the equipment, the checkout form is finalized, and the student leaves the equipment room window.

## **CHECK IN (RETURN) PROCEDURE:**

When equipment is returned, it should be in the same or better condition than when it was checked out. For example, light kits should be neatly packed and cables neatly coiled. The equipment in the camera kits should be placed in the appropriate spaces. In each kit, there is a photo of the way the kit should look. Please ensure that the equipment is placed the way it appears in the photo.

If a student has experienced trouble with any of the equipment checked out, he or she should request and fill out an equipment repair request form with as much detail as possible.

The check-in is completed only when all forms are filled and the Equipment Room staff signs-off on the check-in process. It is the sole responsibility of the person whose name the reservation is under to ensure all equipment is returned and properly checked in.

### **All borrowers are required to wait while equipment is checked upon its return.**

Please allow time for this when returning equipment. The borrower must be present during this testing and check-in of equipment so that you can be immediately notified if there is a problem.

Equipment must be returned in the condition in which it was loaned — any scratches, dents, broken or missing parts will be noted by the Equipment Room and a replacement/repair fee will be assessed to pay for the damage. Access privileges will be suspended until the borrower reimburses NQSC for the repair or replacement of damaged or lost equipment.

We strongly recommend that you take a picture of the kit as you return it in the event there is damage or missing equipment or parts.

## **EQUIPMENT AVAILABILITY:**

The Equipment Room staff are not responsible for equipment availability beyond reporting any late check in. Equipment is available on a first come/first served basis.

### **RENEWALS:**

You can renew equipment for one additional 2 day time period as long as the equipment is not already late. Renewals are made online through the library renewal system.

Link: <http://hpulibraries.worldcat.org/wcpa/secure?postAuth=http://hpulibraries.worldcat.org>

You must log in with your HPU Library Credentials. This is not HPU Single Sign On. If you do not already have Library Log In, use the "Forgot Your Password Feature" to create a new password. This is explained on the Library Website - <http://www.highpoint.edu/library/my-library-account>

Calling or emailing the Equipment Room Manager/Staff with requests to renew a reservation will be denied. Although equipment is often available for renewal, it should never be assumed that a renewal would be granted. Renewals are at the discretion of the NQSC. During certain points in the semester, renewals may be discontinued.

## VIOLATIONS AND FEES:

	<b>First Violation</b>	<b>Second Violation</b>	<b>Third Violation</b>
Failure to comply with the guidelines for proper return of equipment (organized, neat, cords wrapped, etc.)	<ul style="list-style-type: none"> <li>• Notification to instructor</li> <li>• Must repack equipment before equipment can be checked out again.</li> </ul>	<ul style="list-style-type: none"> <li>• Notification to instructor and department chair</li> <li>• \$10 fee*</li> <li>• Must repack equipment before equipment can be checked out again.</li> <li>• Suspension of equipment privileges for one week.</li> </ul>	<ul style="list-style-type: none"> <li>• Notification to instructor and department chair</li> <li>• \$10 fee*</li> <li>• Must repack equipment before equipment can be checked out again.</li> <li>• Suspension of equipment privileges for one month.</li> </ul>
Returning equipment to wrong location**	<ul style="list-style-type: none"> <li>• Notification to instructor</li> <li>• \$10 fee*</li> </ul>	<ul style="list-style-type: none"> <li>• Notification to instructor and department chair</li> <li>• \$10 fee*</li> <li>• Suspension of equipment privileges for two weeks.</li> </ul>	<ul style="list-style-type: none"> <li>• Notification to instructor, department chair, and Dean</li> <li>• \$10 fee*</li> <li>• Suspension of equipment privileges for six months.</li> </ul>

\*Students will not receive a grade in the class associated with the project until the equipment fee is paid.

\*\*If the equipment is lost/stolen because it was returned to the wrong location, the student is responsible for the cost of the equipment.

## LATE RETURN POLICY

Beginning 5-minutes after the reservation ends. Fees are cumulative.

UP TO 24 HOURS LATE	24-48 HOURS LATE	48-72 HOURS	72+
Notification to instructor \$10 fee*	Notification to instructor and department chair  \$10 fee for each 24 hour period*	Notification to instructor, department chair, and Dean  \$10 fee for each 24 hour period*	After 72 hours, equipment will be deemed lost, and a bill for the replacement will be sent to the student.  The student has one-week in which to appeal the bill.  During the appeal time, the \$10/day fee continues to accrue. After one-week, the bill for replacement is sent to student accounts.  The student will not be allowed to check out any equipment until the bill is paid and a receipt shown to the Dean.

\*Students will not receive a grade in the class associated with the project until the equipment fee is paid.

\*\*The \$10 fee will continue each day until the equipment is returned or a judgment of lost

## LIABILITY

Borrowers are fully financially responsible for any loss or damage that occurs to NQSC equipment while in their possession. Borrowers should take care to secure the equipment at all times (e.g., do not leave equipment in an unattended car or in an unlocked dorm room or apartment).

**All equipment that is signed out is accepted as being in operational condition by the borrower.** It is imperative that the borrower examines the equipment before removal from the Equipment Room area and have any damaged or missing parts noted in writing by an Equipment Room employee. Thus, you will not be responsible for any pre-existing conditions.

In the event equipment is lost or damaged, Equipment Room staff will complete

a damage/loss report at the time of equipment return and a bill will be emailed to the student/team. The student/team has one week to appeal the bill (see appeal process). After one week, the bill is sent to student accounts. All check out privileges are suspended until the bill is paid.

After the bill is sent to student accounts, the case is deemed closed. Student check out privileges are reinstated once the bill has been paid.

In some cases, equipment may need to be sent to outside vendors for repair. Once the repair or replacement cost is determined, the student/team will be notified.

Payment for loss and/or damage is the obligation of the individual student or all team members whether or not they are on set when the damage to equipment. Failure to reimburse the NQSC for loss or damage will in the withholding release of a grade.

*(For purposes of definition Production Teams are named in class and consist of any individual student or a group of students that are in a class or have been given permission to work together on a project with NQSC equipment. Note: someone from outside the class or authorized project group that is asked to help on a set is not considered a team member.)*

Additionally, each student agrees to use NQSC equipment according to the following conditions:

- The equipment will be used solely and exclusively for NQSC class assignments or assignments approved by the Dean.
- Only approved students are allowed to check out equipment. The person or team who checked-out the equipment is responsible for the equipment and liable for fees and damages. Though someone might ask, you should never check out equipment for another student because you will be responsible for the equipment.
- Students are personally responsible for all damages or destruction to, or loss of, said equipment. Damage, destruction or loss will be reported to the NQSC no later than the beginning of the next workday following knowledge of such damage, destruction or loss. All reimbursement for damage, destruction or loss of such equipment shall be due and payable to HPU Student Accounts immediately.

## APPEAL PROCESS

A written appeal must be submitted within five business (5) days of the issuance of the first bill. The appeal must state at least one of the following criteria:

1. Evidence (e.g., photo taken at check out) that the equipment was non-functioning, damaged or missing components prior to the student taking possession of it; and/or
2. Evidence that the loss of function/damage to the equipment was the result of manufacturer error or normal wear and tear; and/or
3. Evidence that the loss of the equipment/damage to equipment was beyond the student's control (e.g., police report about theft of equipment; police report of car crash in which the equipment was damaged)

Fees will continue to accumulate during the appeal process. If the student's appeal is rejected, the student must pay all costs, including the fees.

If the equipment is found after the appeal process is completed and the bill sent to student accounts, the student will still pay for the equipment. The found equipment will be considered the property of the student.

An appeal might be accepted in whole or in part. If the student's appeal is accepted in whole, all fees and costs will be removed from the student's bill. If the appeal is accepted in part, some fees and some costs might be waived.

The written appeal must be submitted both electronically and in hard copy to Dr. Stefan Hall ([shall@highpoint.edu](mailto:shall@highpoint.edu)), chair of the Communication Department in the Nido R. Qubein School of Communication. A hard copy can be submitted to main office in the NQSC.

The student will be notified about the appeal decision within two business days.

If at the conclusion of the appeal process the student owes fees and/or equipment costs, the bill will be sent to student accounts. All equipment privileges are suspended until the bill is paid in full.

All equipment will be repaired by a High Point University vendor. Under no circumstance will a student attempt to repair the equipment or hire an independent vendor. The student will be charged actual cost of the repair—no administrative fees will be charged.

The purchase of replacement parts or the replacement of equipment will be processed through High Point University vendors. Under no circumstance will a student purchase a replacement and submit to the NQSC. The student will be



charged actual replacement costs at the university's discounted rate. No administrative fees will be charged.

### **EQUIPMENT AVAILABLE FOR CHECK OUT TO AUTHORIZED NQSC STUDENTS**

- You are responsible for your own SD/memory cards. No kit or camera includes a memory card)
- A camera battery and charger will be included in the camera kits, but it is the student's responsibility to charge the battery. Do not assume the battery in the kit is charged.
- AAA, AA, and 9v batteries are NOT included in the kits and must be supplied by the student.

## CHECK OUT AGREEMENT

I have received the above equipment for use from the Nido R. Qubein School of Communication. I understand that by taking receipt of this equipment, I am accepting responsibility for its return to the NQSC at High Point University. If I am not able to return the equipment in the same condition in which I received it, then I will pay for the cost of the purchasing new equipment based on the costs listed in the equipment check out room.

DATE: \_\_\_\_\_

NAME OF BORROWER: \_\_\_\_\_

ID#: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

INSTRUCTOR OF COURSE: \_\_\_\_\_

COURSE #: \_\_\_\_\_