Multimedia Equipment Loan Policy

Background

It is the policy of the Information Technology Department to promote and create teaching spaces with permanently installed equipment. When it is not possible to reserve an equipped teaching area, equipment can be made available for temporary use. This policy will guide the access to shared equipment to more equitably and efficiently meet instructional needs.

Please note that the amount of multimedia equipment available for loan is limited.

Authorized Users

- All members of the Worcester State College faculty, staff and administration for use in courses, seminars, and/or activities directly related to programs offered or sponsored by Worcester State College.
- Students enrolled at Worcester State College, including evening division, for academically related uses only.

Circulation Period

- Equipment will be circulated up to a period of 24 hours or weekends. Equipment loans exceeding 24 hours must have the approval for the Coordinator of Instructional Media.

Reservations

- All requests for instructional multimedia equipment should be made through the Instructional Media Center, which can be reached at x8501. All loan requests for equipment must be made a minimum of 24 hours in advance, barring exceptional circumstances.
- Information Technologies reserves the right to recommend alternative equipment solutions, including suggesting temporary relocation to an appropriate preconfigured classroom.

Delivery, Pickup and Return of Equipment

- Televisions and VCRs can be delivered for classes to most areas on campus.
- All other equipment must be signed out at the Instructional Media Center, which is located on the first floor of the Learning Resources Center.
- Proper identification is required to sign out equipment.
- Equipment must be returned at the specified time.
Equipment Use

- It is the responsibility of users to understand the proper use of loaned instructional multimedia equipment. Information Technologies will provide any necessary instruction as resources and time allows. Users are strongly encouraged to test equipment and rehearse presentation strategies in advance of their events.
- Instruction on the use of the equipment may be available at the time of checkout upon request.
- Any problems with the equipment should be reported as soon as possible.

Responsibility

- The authorized user assumes full responsibility for any equipment borrowed.
- Suspension of borrowing privileges may result when:
  - Borrowed equipment is returned late on two or more occasions.
  - Borrowed equipment is used in an unauthorized fashion.
  - Borrowed equipment is returned damaged.
  - Borrowed equipment is lost due to neglect.