

Equipment Distribution Policies and Procedures

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Equipment

I. Introduction

The Barrington Lab Equipment Center at Gordon College provides students with equipment and facilities, on loan from the college, with which students fulfill class assignments.

Staff is available for assistance with any equipment operational issues or problems you may have. Please notify us immediately of any equipment difficulties.

At the start of each semester students enrolled in production classes must fill out and sign the Equipment Use Contract. By signing the form, you are agreeing to abide by these policies and procedures. **Therefore it is your responsibility to read, understand, remember and comply with these policies.**

II. General Lending Procedures

Only Gordon College students enrolled in approved production courses, having authorization from the course instructor, and showing a valid Gordon I.D. may borrow equipment or use facilities for assigned class projects.

Equipment may not be signed out for other people. However, students may share equipment with other students who are approved and currently enrolled in production classes. All names must be on the sign out sheet if equipment is shared and everyone in the group is financially liable for the equipment. At the time of check in/out, not all members of group need to be present.

The department strictly prohibits borrowing Equipment or using lab facilities for non-academic use.

Students may not use equipment or facilities for projects for co-curricular organizations unless granted approval by first submitting a COMM ARTS EQUIPMENT REQUEST form to the Communication Arts Department Chair, Rini Cobbey. Approvals of equipment requests are solely at the discretion of the department chair.

If you are traveling with Barrington Lab equipment further than 60 miles you will need special permission from Jean-Paul DiSciscio. If you plan to travel outside of the United States you will need to pay for property insurance and provide the Equipment Manager an insurance certificate showing that the value of that equipment is insured for the duration of the trip. Please see Jean-Paul DiSciscio for further information.

III. Student Requirements

- After approval from Building Manager, get I.D card swiped by Auxiliary Services downstairs in Lane to get access to the Lab.
- Read and sign the Equipment Use Contract.
- Read carefully and sign an Equipment Sign-out Sheet each time you borrow equipment. You are responsible for all items listed on the form, until equipment is returned and checked-in by a Lab staff member.
- Immediately inspect equipment in the Barrington Lab check out area. Verify that equipment is working, and complete, exactly as listed in the Sign-out Sheet. You are responsible for all the equipment that you sign for.
- Notice how the equipment is packed. Please return it the same way.
- Immediately report anything unusual, missing, or extra, or not working before leaving the Lab.
- Return all equipment in proper condition and on time.
 - Tag the equipment with a note citing the nature of the trouble. Be as detailed and complete as possible.
 - Inform the Equipment Manager and your professor immediately.
 - Please do not attempt repairs on equipment or facilities yourself.
 - Unreported damage subsequently discovered will result in financial liability of the student.
 - Unreported damage and/or late return of equipment results in penalty.

IV. Signing Out Equipment

In general, no equipment may be signed out again immediately upon its return. Existing reservations that are already signed out may NOT be extended past the original return date and time. Holiday schedules will differ. On holidays, (no classes) equipment will be returned the following due day. Verify your due date and time before you leave the Lab. These dates and times are strictly observed. Changes to Equipment Hours will be e-mailed to all students/faculty that have permission to use equipment.

All equipment can be signed out for a maximum of one (1) week, unless the student has obtained special permission from faculty. Equipment may be returned earlier than the 1 week due date during posted Equipment Hours.

Only field production equipment may leave the BCA Lab. The director or producer of an individual project shall sign for the equipment and is solely financially responsible. For crew projects, it is recommended that the key crewmembers be present to assist in check out of large orders of equipment.

V. Reservations

You may reserve equipment such as Camera, Light and/or Audio Kits as well as ancillary items like batteries and cables. Reservation rules are structured to assure that all students have access to the equipment:

- Reservations must be made in person and not on the telephone or by email.
- Reservations may extend no further than 2 weeks from the current day.
- Consecutive periods may not be reserved under the same name.
- Reservations may not be extended.

VI. Penalties

Because of the limited amount of equipment, and equitable rotation among students must be maintained. Proper use and timely return by everyone is essential. It is therefore necessary to enforce the following penalty system:

- Students will lose all borrowing privileges for one week (first offense), or 2 weeks (second offense) and all reservations, (this is known as being docked) for the following:
 - Cancellation less than 4 hours in advance, or failure to show up for reservation.
 - Improper or careless handling, use, or repacking of equipment (dirty, broken or missing parts, etc.)
 - One warning, in lieu of docking may be given at the discretion of the BCA Lab staff.

- Students will lose all borrowing privileges for the rest of the semester or 2 months, whichever is longer, (or permanently, in the severest cases) for the following:
 - A third offense warranting docking.
 - Any gross misuse of equipment, especially that which seriously impedes the use of the equipment by other students.
 - Late return of equipment of 1 week or more.

In addition to the above penalties, tardiness results in the incursion of late fees, based on the current BCA Lab rates, up to the full cost of the equipment.

VII. Late Fees

- There is a 15-minute grace period during which if equipment is returned, no late fees will be charged.
- Fees begin to accrue after this 15-minute grace period.
- Late or damage fees are payable by cash or check written to “Gordon College.”
- Any personal checks that are returned from the bank due to insufficient funds will result in a \$25.00 fee.
- Late fees will accrue up to the monetary replacement value of the late equipment.
- If fees are not paid within 1 week of receiving a bill via e-mail, borrowing privileges will be revoked until fees are paid.

Fees are as follows:

- \$10/hour for Camera, Light, and Audio Kits, etc.
- \$5/hour for External Hard Drives, Batteries, Tripods, Cords, Cables.
- Maximum fine is \$100/day (days lab does not have open hours do not pertain).

VIII. Lost, Stolen, or Damaged Equipment

Students who signed out equipment that is then lost, stolen, or damaged incur the following:

- Financial obligation for the cost of the equipment and the accessories that are included in camera, light and audio kits.
- Immediate revocation of borrowing privileges until the student arranges to reimburse the college.
- Withholding of grades and transcripts and loss of course registration privileges until the student reimburses the college.