

## Equipment Room General Policies

The Equipment Room (ER) is open Monday through Friday from 9am- 5pm  
VisCom hours vary by semester. Check for VisCom hours at the beginning of  
each semester.

**All students must complete and sign the Equipment Responsibility Disclosure, and Equipment Checkout Agreement prior to checking-out anything from the equipment room. No exceptions.**

**School/Department policies take precedence over general policies.**

All students are assigned checkout and check-in times when the student reserves the gear.

Return times are typically scheduled for mornings so equipment may be prepared for afternoon use if needed. Refer to school/department policy on length of check out.

Students are required to remain on-site until ER staff has fully checked the returning gear, so that we may address missing or broken gear in person.

You must have your Ohio I.D. card to check out equipment.

The equipment is designated for Ohio University course-work only.

Only ER staff members are allowed beyond boundary line inside ER door.

### ***Late Policy:***

1. Equipment must be returned at the specified time. Equipment not returned by scheduled return time will be deemed late. Generally, between noon and 1PM the ER staff checks for any late morning scheduled returns, and if discovered, contact the student (cell or email) to have equipment returned a.s.a.p.
2. Upon your first late return you are automatically banned from obtaining equipment from the ER for **ONE WEEK of class**. This ban stands for one week from the day you return the equipment. To be reinstated for equipment room privileges after that week, you must have a signed note from a professor reinstating your privileges.

After your second late return, you are banned from the checkout room for **FOUR WEEKS of class**. The same provisions apply regarding a professor's note.

After your third late return, you are banned for **FIFTEEN WEEKS of class**, no excuses.

3. If you are found to be checking out equipment for banned students, you will automatically be banned for rest of the school year. No exceptions.

4. If a student returns a piece of equipment and wants to renew, as long as there are no reservations for either student or class, the piece is available for renewal for an additional day.

***When checking out equipment, you must ensure that everything is in working order BEFORE you leave. If you discover damaged equipment after you leave, YOU will be held responsible.***

### **Broken, Lost, or Stolen Equipment:**

Missing accessories must always be replaced by official, name brand gear.

Should any equipment become broken, lost or stolen, the student who checked-out equipment will be responsible to the department by replacing the equipment. Initially, the student will have one week to contact their financially responsible party, and then inform the department of the claim status. After one week, the recovery process entails clarifying exactly where the status of the replacement process rests. If it appears to the department this process has stalled, without timely advancement, then the university bursar's office will be contacted. The student will then be billed the replacement cost of the equipment, plus shipping (if any) through their university account. Privileges are revoked until this process has been completed.

If you have any questions or concerns, you must contact the equipment room student manager. The ER email address is [er.mdia.ou@gmail.com](mailto:er.mdia.ou@gmail.com) and the ER Twitter handle is [@Scripps\\_Equiprm](https://twitter.com/Scripps_Equiprm).

**NO EXCEPTIONS TO THESE GENERAL POLICIES. PLEASE REFER TO INDIVIDUAL DEPARTMENT/SCHOOL POLICIES FOR SPECIFICS.**

**Journalism Policies**

We request students reserve gear in advance. Walk-ups will be served in as timely a manner as possible. We limit the pieces of equipment for a walk-up to three (field kit with accessories counted as one). Beyond three, please schedule a pick-up time so gear may be “staged and prepared” prior to your checkout.

Only Journalism students may reserve and checkout associated Journalism equipment as needed by class or approved activity.

Camera batteries (2) must be retrieved from field kit and handed to ER staff for recharging. Allow bag to remain open so staffer can confirm contents.

Journalism supplies double A batteries for Sennheiser audio gear. Check your batteries in both transmitters (bodypack and stick), and receiver before you leave. If display battery indicator is reduced to one “hash-mark”, the batteries will be replaced. Trade your old one’s for new. The old batteries will be recycled.

**JOURNALISM CLASS EQUIPMENT:**

Jour 2210, 2310, 2311 and 3140 students use a Lumix “point and shoot camera” with small Sunpak tripod if desired.

The Lumix cameras are available for a **two-day** checkout. A Friday checkout will be due back Tuesday.

Jour 3500 & 4900 may use Sony MP3 recorder; ICD-UX70, and Panasonic; HMC-80 field kits with Sennheiser; EK100 receiver, SK100 body-pack with lavalier mic and SKP100 stick mic transmitter, with Electrovoice; 635A microphone audio gear, and large Libec tripods for **ONE DAY!** Friday checkout, due back Monday.

Jour 4870 may use Panasonic HMC-80 field kits with Sennheiser; EK100 receiver, SK100 body-pack with lavalier mic and SKP100 stick mic transmitter, with Electrovoice; 635A microphone audio gear, and large Libec tripods for **the semester using the extended checkout form.**

JFresh, and Journalism Showcase may use T3i’s and small Sunpak tripods for **ONE DAY!**

## **MDIA Policies**

The instructor of record for MDIA courses in which equipment is needed will provide a **signature** and their **printed name** in order to check out gear. Additionally, the faculty advisor of an approved MDIA student organization may also authorize equipment usage.

Extended checkouts are allowed, but must be submitted on a **separate extended checkout form**. This requires a **faculty signature** and **printed name** showing that the professor is aware the student is taking gear for an extended time. The form will be submitted before the gear is scheduled or checked out.

All students should reserve gear in advance. Walk-ups will be served in as timely a manner as possible. We limit the pieces of equipment for a walk-up to six. Beyond six, please plan in advance so gear may be “staged” and prepared prior to your checkout.

Students will supply their own batteries for microphones, and other pieces of equipment not supplied with rechargeable batteries. In addition, students will supply their own Compact Flash and/or SD cards for personal use. **Check prior to purchase** the proper class of SD card required.

Check out and check in times are assigned when the student reserves the gear. Return times are assigned for mornings, and checkout times generally in the afternoon. This method allows gear to be returned, then checked-out again in the afternoon.

All checkouts are for 24 hours by default unless otherwise indicated on the checkout form on which the faculty member will provide a short reason (1 sentence or less), and provide a suggested return date that is subject to equipment availability and ER approval.

The student may request a renewal **prior** to when the equipment is due. If there are no conflicts, the renewal may be made one time for an additional day. Otherwise, the **extended check out form** must be submitted prior to initial check out.

Checkout during the morning is allowed if scheduled, check-in during the afternoon is discouraged (tends to cause double bookings). Regardless of when a student checks out gear, it typically has to come back the second day morning shift. Example: Friday afternoon checkout will come back Tuesday morning.

## **MDIA RECOMMENDED CLASS EQUIPMENT:**

MDIA students may check out *any* equipment if approved by their instructor of record. The following are recommended equipment packages only.

MDIA 1XXX: Single-system production packages including Cannon T3i's + Rode Mic's or Tascam DR-100's and shotgun / handheld mic's (all include required accessories).

MDIA 2XXX: Standard double-system production packages. Limited to Lowel kits, 5-in-1 reflectors, and Flag kits for lighting. No limits on field audio equipment or on-set accessories.

MDIA 3XXX / 4XXX: Access to all equipment room assets.

MDIA 5XXX / 6XXX: Standard double-system. Limited to Lowel kits, 5-in-1 reflectors. No limits on field audio equipment or on-set accessories.

MDIA Student Organizations / Activities: Access to most equipment room assets with permission granted based upon the experience level of the requesting individual.

**VisCom Policies:**

1. You must fully charge camera batteries before checking the equipment back in.
2. Each time you check out equipment, you are limited to one camera body and two lenses.
3. The equipment is designated for use in the state of Ohio only.
4. The equipment is designated for VisCom coursework only.
5. VICO 1021 students may only check out the Nikon D600 kits, D7100 kits, Canon 20D, Canon 30D or Canon 7D cameras.
6. Only VICO 2000 students and above can check out 300mm f/2.8 or longer lenses, 200-400mm zoom lenses, 500mm f/4 lenses, and tilt shift lenses.
7. Only VICO 2000 students and above can check out Profoto strobes and Digital Mamiyas.
8. Only VICO 2000 students and above can check out the Zoom H2 recorders.
9. Only VICO 2401/6401 students or upper-level students can check out the Zoom H4n recorders.
10. Only students working on master's projects or with special permission can use the Canon HD camcorder.
11. You are allowed one reservation per student per semester.

## **Coms Policies**

Historically, gear from Coms has been under long-term checkout- generally, for the semester. Department equipment is expected to be returned during finals week, or prior to the last day of the semester.

## **WOUB Policies**

We request students reserve gear in advance. Walk-ups will be served in as timely a manner as possible. We limit the pieces of equipment for a walk-up to three (field kit with accessories counted as one). Beyond three, please schedule a pick-up time so gear may be “staged and prepared” prior to your checkout.

WOUB supplies **rechargeable double A batteries** for Sennheiser audio gear. Check your batteries in both transmitters (bodypack and stick), and receiver before you leave. If display indicator is reduced to one “hash-mark”, we’ll replace with charged batteries. Trade your old one’s for new. The old batteries will be recharged. Do not recycle or throw away rechargeable batteries!

Camera batteries (2) must be retrieved from field kit and handed to ER staff for recharging. Allow bag to remain open so staffer can double check contents.

Only WOUB staff may reserve and checkout associated WOUB equipment as needed by assignment.

**Scripps College of Communication Equipment Responsibility Disclosure**  
**For the School Year 2014-15**

Scripps College of Communication is encouraging each student to have an insurance policy to cover the use of equipment. You are responsible for returning the gear in the same condition as when you checked it out from the equipment room. All students must sign this form and the "Equipment Check Out Agreement" for the school year 2014-2015 in order to have access to equipment room privileges. All charges are the responsibility of the student. Items will not be billed to other entities.

Please check one of the following options:

\_\_\_ I will be self insured for the school year. By checking this option I recognize that I will be held responsible for the full amount of gear, which can total \$15,000 or more, each time I borrow equipment from the check out room.

\_\_\_ I am covered by my parents' insurance policy. It is my responsibility to verify that my parents' insurance will cover rental of professional equipment or that they have purchased a rider to cover rental equipment.

\_\_\_ I am already covered by an insurance policy, and I have purchased a rider on an existing insurance policy to protect rental equipment.

\_\_\_ I will purchase an insurance package that covers equipment use (such as Hayes; recommended by the School of Visual Communication). It is my responsibility to do so.

Print name: \_\_\_\_\_ Major: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ PID No. \_\_\_\_\_

Email: \_\_\_\_\_

Local Address: \_\_\_\_\_



**Ohio University Scripps College of Communication**

**Equipment Check Out Agreement**

**For the School Year 2014-2015**

The undersigned acknowledges receipt of equipment from the School's inventory, and by signature, certifies that is in good working order and condition.

Further, you agree to be fully responsible for this equipment, and to render proper care of it.

The borrower agrees to make provisions for the protection of the equipment from the elements, and to be financially responsible to Ohio University for any equipment that is lost, stolen, damaged, or rendered inoperative due to impact damage, abuse, negligence, accident, or misuse.

It is understood that the School of Visual Communication, the E.W. Scripps School of Journalism, the J. W. McClure School of Information and Telecommunication Systems, the School of Communication Studies, the School of Media Arts & Studies, WOUB, and Ohio University retain title to the listed herein.

The equipment is to be returned in good working order and condition to the same location from which it was borrowed, by the listed due date.

Lost accessories must be replaced.

Always check the equipment before you sign the paperwork.

**I HAVE READ THE ABOVE PARAGRAPHS AND AGREE TO ABIDE BY ITS STIPULATIONS.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Major: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ PID No. \_\_\_\_\_

Email: \_\_\_\_\_

Local Address: \_\_\_\_\_