

## **MCMA EQUIPMENT CHECKOUT POLICIES**

Access to equipment is limited to students, faculty, and staff of CMCMA.

Equipment must be reserved on line prior to pickup. You must present your SIU ID card when picking up equipment.

\*NOTE: Access to Photo Lab facilities and checkout of CP still camera equipment is available In COMM 1149.

Registration: To access the online checkout system, students must be logged in to the Zeus System. Users must enter their Dawgtag number with SIUXXXXXXXXX and the password they created with the campus wide email account. If you are unable to login to the system please come to room 1010A, MCMA Equipment Checkout for assistance.

EQUIPMENT CHECKOUT TIME LIMITS: Return times vary for each class and/or major. The following are the maximum allotted hours for dally checkout for certain classes and majors.

### **Maximum 4 – Hour Checkout Time:**

- All RT classes unless arranged with MCMA Equipment Manager and Instructor.
- Any Graduate Students, Independent Projects or other users of any RT equipment must abide by the 4-hour checkout time unless arranged with MCMA Equipment Manager.

### **Maximum 24 – Hour Checkout Time:**

- All CP classes
- Graduate students using CP allocated equipment
- CP Independent and Senior Thesis Projects
- MCMA Classes

### **Maximum 48 – Hour Checkout Time:**

All JRNL classes

**\*These are maximum allotted hours and early return is highly encouraged\***

Any questions or concern about maximum hours allocated contact MCMA Equipment Manager

### **EQUIPMENT RESERVATIONS AND PICKUPS:**

Students MUST select the pickup time and -the return time when making equipment reservations. You are required to select a return time within the maximum allotted time based on the times listed above for each class or major that the equipment is assigned.

Reservation tickets will be canceled if a student fails to select an appropriate return time within the maximum allotted time for the selected equipment. If a student fails to select an appropriate return time, an example is when the return time is the same as the pick up time or a time that is before the pick up time, the reservation ticket will be cancelled.

\*Reservations not picked up within twenty minutes from the time selected for pickup will be canceled to allow others the opportunity to reserve selected equipment.

\*\* IT IS THE RESPONSIBILITY OF THE STUDENT CHECKING OUT EQUIPMENT TO ENSURE ALL EQUIPMENT IS IN PROPER WORKING CONDITION BEFORE LEAVING THE CHECKOUT DESK. ANY DISCREPANCIES NEED TO BE NOTED WITH A WRITTEN MISSING/DAMAGED REPORT PRIOR TO LEAVING MCMA EQUIPMENT ROOM.

**Weekend checkout:**

Use of equipment over the entire weekend is restricted to being checked out on Friday. CP and JRNL equipment may be reserved/checked out at any point during the day, while RT equipment will need to be reserved for 2:00pm or later. Equipment returns will need to be brought back 9:30am Monday morning at the latest. Early returns are encouraged.

**Extended Equipment Checkout:**

Access to equipment for long-term checkout also requires that instructors indicate on a class equipment list that such projects are part of the class. Instructors must submit an MCMA Extended Equipment form to the MCMA Equipment Room before a student is allowed to create the extended checkout reservation. Long term requests submitted without the instructor form will not be honored. Equipment checked out under the Long Term Policy must be periodically brought back to the equipment room for a check on its condition and performance. These "checkups" will be set by the equipment manager and the student at the time of original checkout.

**Classes:**

Access to specific equipment is determined by class enrollment. Actively enrolled students may check out equipment approved for use in their classes. Each semester, faculty members must submit lists of equipment they've approved for students to use in their classes. Please send equipment requests to the MCMA Equipment Checkout email: [mcma.checkout@gmail.com](mailto:mcma.checkout@gmail.com)

**Independent Studies, Senior Thesis Projects and Graduate Students:**

Faculty members supervising Independent Studies, Senior Thesis Projects or Graduate Students must provide a list of equipment necessary for each student's project. Please send all equipment requests to the MCMA Equipment Room email:

[rmcma.checkout@gmail.com](mailto:rmcma.checkout@gmail.com)  
Attn. MCMA Equipment Manager

### **LATE FEES, DAMAGED EQUIPMENT, COMPLIANCE POLICIES:**

Knowledge of and compliance with all Equipment Room Policies listed below are the student's responsibility. We expect professional, courteous behavior from your failure to comply with these rules will result in your account being flagged and possibly suspended.

#### **Late Equipment:**

Returning equipment or keys 30 minutes past the due time will result in penalties.

### **SCHEDULE OF FINES - FEE - FLAG - SUSPENSION OF CHECKOUT PRIVILEGES:**

- First Offense – Warning – Flag on Student Account – No Suspension
- Second Offense -- \$10.00 – Flag on Student Account – Block on account use until fine is paid
- Third Offense – \$20.00 – Flag on Student Account – Block on account use until fine is paid
- More than three offenses – \$30.00 per offense – Block on account use until fine is paid and approval by Department , School Chair or Director to continue checking out equipment

Student must meet with faculty and equipment supervisors before checkout privileges are restored.

\*\* Note: Fines/Flags reset every semester, so you start each semester with a clean slate.

#### **DAMAGE:**

Students are liable for damaged/lost equipment up to the cost of replacement. If you damaged, lost or had a piece of equipment stolen you need to immediately report this to the MCMA Equipment Room Manager. Any equipment found damaged or unusable needs to be noted before leaving the checkout area. It is the responsibility for the student to ensure all equipment being checked out is in proper working condition. If damage occurred through neglect abuse, your account can be suspended.

#### **TRANSFERRING EQUIPMENT:**

Equipment checked out in your name is for your use only Transferring equipment to another student, whether that student has equipment privileges or not, will result in a flag on your account.

#### **Travel:**

Taking Equipment out of Carbondale without first notifying Equipment Room Staff is not allowed.

Please consult MCMA Equipment Manager and Department/School Chair or Director before planning International Travel with our equipment at this time.

#### **LOSS OR FAILURE TO RETURN EQUIPMENT:**

All university property is considered state property. Any failure to return loaned equipment will result in the involvement of state authorities. Students will be held responsible for all equipment for the duration of the loan in their name.

**\*Updates are being added to the online checkout system policies. We appreciate your cooperation and understanding as we work to improve the reservation system. Thank you!**