School of Humanities, Arts, and Social Sciences
Equipment Room Use Policy

1.0 Intent:
The Equipment Room supports students, faculty, and staff within HASS by providing various audio/visual, computer, and other equipment for short-term checkout for approved class, research, and performance activities. Rensselaer owned equipment is not intended for personal or commercial activities.

2.0 Definitions:

2.1 Equipment:
Equipment is defined as audio/visual, computer, other electronic instruments, accessories, parts, and other items available for checkout through the HASS Equipment Room.

2.2 Staff:
The staff is defined as HASS Information Services staff as well as Equipment Room appointed student employees or other authorized Rensselaer employees.

3.0 Policy:

3.1 Equipment:
The equipment room will maintain a stock of equipment based on the curricular, research, and performance needs of the faculty. The quantity and makeup of the inventory is subject to budgetary resource availability, necessity of equipment, historical and anticipated curriculum research and performance needs, as well as historical demand and Information Services’ technical input.

3.2 Authorization:
The equipment you are authorized to checkout will depend on your enrolled courses, teaching assignments, graduate student or faculty research areas/projects, and artistic performance activities.

3.2.1 Orientation:
Students, faculty, staff will be required to demonstrate proficiency with the equipment and may be required to go through an equipment orientation before being authorized to checkout equipment. Equipment orientations may occur through a course by the faculty or designated staff or individually by appointment with staff.
3.2.2 Supported Use:

3.2.2.1 Students:

Students not enrolled in specifically supported courses must have faculty sponsorship. Faculty must work with Equipment Room staff to ensure their courses are generally supported. Due to resource limitations, courses in which the equipment use is essential are given priority. Student use for purposes other than coursework must be arranged through a faculty sponsor and are considered special use. See section 3.2.3.

3.2.2.2 Faculty and Staff:

Use by faculty and staff for HASS teaching, research or performance activities are authorized. Special use for longer periods of time require special permission. See section 3.2.3.

3.2.3 Special Use:

Other uses require request via the Equipment Room Special Use request form. Approval is subject to availability and appropriate explanation of need.

3.3 Reservations and Planning:

Those planning to utilize equipment should coordinate with the Equipment Room staff as soon as possible to maximize the potential for availability. Requests for reservations should be submitted either in person at the Equipment Room, via phone, or via e-mail. Submission of a reservation request does not constitute a reservation. You will receive a confirmation of your reservation when it has been reviewed and approved. Faculty should consult with each other and the Equipment Room staff to balance assignments and course requirements with competing needs and available equipment.

3.4 Prioritization:

Equipment will be provided on a first-come, first-served basis. Those who have scheduled well in advance and for the shortest possible time will be given priority over last minute and long-term requests. All effort will be made to ensure reserved equipment is available for those with reservations.

3.4.1 Limitations:

The Equipment Room staff may upon their discretion limit the number of items an individual may checkout at one time. Every effort will be made to
provide the necessary equipment, however the staff will balance your request with other needs to ensure all needs are met. In general component pieces or accessories such as tripods, lenses, lights, and microphones will be allowed if available. Multiple quantities of the same equipment may require a special use form.

3.5 Cancellations:
Reservation cancellations should be reported to the Equipment Room staff as soon as possible. Reservations not picked up or cancelled will automatically cancel after 24 hours. Repeated short-term cancellations or failures to cancel may result in usage sanctions.

3.6 Care:
The Equipment Room staff is responsible for ensuring the equipment is in good and working order prior to checkout and when reviewing returned equipment. Individuals who checkout equipment are responsible for returning it in the same state in which it was checked out including returning all accessories and supplies. Failure to return equipment in this state may result in usage sanctions or replacement fees.

3.7 Checkout Duration:
Due to the high demand, please make every effort to use the equipment efficiently and minimize the time you need to have it checked out. Returning equipment prior to the due date/time is encouraged if no longer needed. Normal checkout is for 24-48 hours. Renewal of your reservation for a second period may be possible if it is not reserved for someone else. You must stop by, e-mail or call the Equipment Room to request a one-time extension. Please be prepared to return your equipment if it is not possible to renew. Longer checkouts require special use authorization.

3.8 Checkout Process:
Reserved equipment must be checked out at the Equipment Room, in person, by the requestor during the operating hours. Allowing others to checkout your reservation is not permitted. Equipment deliveries will not be made without a special request. You are responsible for reviewing all equipment during the process and agreeing to its current state and the state of all components. You will be required to sign for the equipment being received, acknowledging the receipt, and will be notified of the return date and time.

3.9 Return Process:
Equipment returns must be delivered to the Equipment Room in person by the due date and time. Condition will be reviewed by the staff and any missing pieces or broken equipment will be identified at that time. Failure to return equipment by the due date and time will result in sanctions. See section 3.12.

3.9.1 Broken/Damaged Equipment

Equipment that is returned which is damaged or broken or shows signs of misuse or neglect will be assessed by the staff or sent out for assessment by a 3rd party. The individual who was assigned the equipment will be responsible for covering the repair or current replacement costs.

3.9.2 Missing Equipment

Equipment that is not returned regardless as to the nature of the missing equipment is solely the responsibility of the individual who signed it out. If the equipment is not returned within 72 hours we will notify Public Safety of the missing equipment. The individual will be responsible for covering the current replacement cost of the missing equipment.

3.10 Other Uses:

3.10.1 Special Events, Event Documentation, and other School Priorities:

Equipment is reserved for special events, event documentation and other School priorities. While we make every effort to minimize the impact on other needs, there will be times when some equipment is not available for checkout due to these priorities.

3.11 Location and schedule:

The Equipment Room location and hours can be found online at http://hassinfo.rpi.edu.

3.12 Sanctions:

3.12.1 Limitation of Privileges:

Individuals who fail to return equipment by due date, fail to cancel reservations, or otherwise show disregard for the facility, equipment, and other users may have their checkout privileges restricted or revoked. Possible limitations include but are not limited to: more restrictive checkout duration and frequency, faculty sponsorship for each reservation, or written request/appeal. Typical limitations are: Equipment returned less than 1 hour late results in loss of access for one day. Equipment returned more than 1
hour but less than one day late results in loss of access for 1 week. Equipment returned more than 24 hours late results in loss of access for 2 weeks and may require faculty sponsorship. Equipment returned 48 hours late results in loss of access for 3 or more weeks and requires written explanation before reinstatement and faculty sponsorship for all future use. Limitations may vary at the discretion of Equipment Room Staff.

3.12.2 Loss of Privileges:
Individuals who fail to return equipment or where there are repeated signs of abuse, negligence, or misuse may have their checkout privileges revoked either for an interim basis or permanently.

3.12.3 Replacement Fees:
Individuals who fail to return equipment may also be charged for the equipment’s current replacement cost. Individuals who return equipment damaged may be charged for the equipment repair or current replacement value.

3.12.4 Appeals
Sanctions may be appealed in writing to the Manager, Information Services at any point.