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.

# Definitions:

* 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.

# Staff:

The staff is defined as HASS Operations staff as well as Equipment Room appointed student employees or other authorized Rensselaer employees.

# Policy:

* 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.

# Authorization:

The equipment the requestor is authorized to checkout will depend on enrolled courses, teaching assignments, graduate student or faculty research areas/projects, and artistic performance activities.

# Orientation:

Students, faculty, and 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.

# Supported Use:

* + - 1. **Students:**

Students not enrolled in supported courses must have faculty sponsorship. Faculty must work with Equipment Room staff to ensure their courses are supported. Due to resource limitations, courses where 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.

# 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.

# Special Use:

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

# Reservations and Planning:

Those planning to utilize equipment must coordinate with the Equipment Room staff as soon as possible to ensure availability. Requests for reservations must be submitted in person at the Equipment Room or via e-mail. Submission of a reservation request does not constitute a reservation. The requestor will receive a confirmation of 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.

# Prioritization:

Equipment will be provided on a first-come, first-served basis. Those who have scheduled in advance and for the shortest duration 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.

# Limitations:

The Equipment Room staff may upon their discretion to limit the number of items an individual may checkout at one time. Every effort will be made to

provide the requested equipment. 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.

# Cancellations:

Reservation cancellations must 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.

# 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.

# Checkout Duration:

Due to high demand, requestors must make every effort to use the equipment efficiently and minimize the time needed for check out. Returning equipment prior to the due date/time is encouraged if no longer needed. Normal checkout is for 24-48 hours. Renewal of reservations for a second period may be possible if it is not reserved for someone else. The requestor must stop by or e-mail the Equipment Room to request a one-time extension. Please be prepared to return the equipment if it is not possible to renew. Longer checkouts require special use authorization.

# Checkout Process:

Reserved equipment must be checked out at the Equipment Room in person by the requestor during the operating hours. Allowing others to check out the requested items on the requestor’s behalf is not permitted. Equipment deliveries will not be made without a special request. The requestor is responsible for reviewing all equipment during the process and agreeing to its current state and the state of all components. The requestor will be required to sign for the equipment received and will be notified of the return date and time.

# 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.

# Missing/Broken/Damaged Equipment

Equipment that is missing, or returned damaged, broken, shows signs of misuse or neglect will be assessed by the staff and/or sent out for assessment by a 3rd party. An item is considered missing ten days after it is due.  Borrowers may be billed for the full replacement cost, plus a $20.00 processing fee for each missing item. Borrowers will be billed for the repair or replacements costs of any items returned damaged. Unsettled Rensselaer Student Equipment Room fines are considered delinquent 30 days after issue. These fines will be billed to the student’s Bursar account, and may be paid at the [Bursar’s Office](https://info.rpi.edu/bursar).

# Other Uses:

* + 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 may be times when some equipment is not available for checkout due to these priorities.

# Location and schedule:

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

# Sanctions:

* + 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 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.

# 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.

# Appeals

Sanctions may be appealed in writing to the Manager of Operations and Administrative Services at any point.