

UGA General Classroom, Media/Key/Short-Term Equipment Loan Guidelines

Introduction

The Center for Teaching and Learning (CTL) provides UGA faculty and staff access to permanently installed media technology in reserved general classrooms as well as short-term equipment checkout campus wide. This policy addresses the following issues:

1. Training
2. Key Access Privileges (Classroom Media Cabinet) & Charges
3. Short-Term Equipment Loan Privileges & Charges
4. Media Library Loans
5. Security of Equipment
6. Operation of Equipment
7. Food and drinks / Outdoor Use
8. Returns
9. Enforcement of Policies
10. Payment/Refunds
11. Return Checks
12. Problem Reporting
13. Classroom Reservations

1. Training

Faculty, teaching assistants, and staff are strongly encouraged to receive training on the operation of installed classroom equipment when teaching in a general classroom or checking out short-term equipment for the first time.

- Call **706-542-3456** for **installed classroom equipment training**.
- Call **706-542-1582** for **short-term loan equipment training**.

2. Key Access Privileges

Many classrooms contain installed equipment that is secured in a media cabinet. To access classroom equipment in locked media cabinets, faculty/staff may need to check out a key from CTL. GTA's (that are IOR's – Instructor of Record), who are currently assigned to teach a UGA course related class, are able to reserve a key. **Students are not** permitted to check out keys. See Section 9 for *Enforcement of Policies*.

Call **706-542-3456** to reserve an equipment cabinet key in the **Miller Learning Center**.

Call **706-542-1582** to reserve an equipment cabinet key to **all other general classrooms**.

- A. Key holders (person reservation is made) may not distribute key(s) to unauthorized persons (any person not in association with the original reservation of the key) or use the key for unauthorized events (events not associated with original reservation).
- B. Key holders (person reservation is made) are responsible for access to the equipment if they schedule guest lecturers, presenters, etc.
- C. Key holders (person reservation is made) and their department are responsible for replacement of any keys lost or damaged.
- D. Any *Student Organization/Club* needing or wanting access to equipment will need to first reserve a room at the Miller Learning Center. If reserved outside of the MLC, you will then need to contact the CTL South office (542-1582) for further information. **Only the Advisor** of the student group can reserve the key and will be held as the responsible party. A charge of \$30 plus tax is required upon return of the key if paid via cash, check or credit card. No tax if payment is made using a UGA account number. Daily late charges and/or lost key charges apply. If student group does not have an advisor, contact CTL for further information/instructions.
- E. There will be a \$20 replacement fee for lost keys. Add tax when paying with cash, check or credit card. No tax when paying with a UGA account number.
- F. **NO SEMESTER LONG KEY RESERVATIONS ARE PERMITTED FOR STUDENT ORGANIZATIONS OR DEPARTMENTS FOR EVENT USE**

3. Short-Term Equipment Loan Privileges

CTL provides equipment for short-term loan checkout. This equipment may be used to augment classrooms that have little or no multimedia equipment; UGA student projects and other departmental event purposes. There are three categories to determine what, if any, fees will be assessed. See the accompanying rate scale descriptions on page 3. See also Section 9 for *Enforcement of Policies*.

Call **706-542-3456** to reserve equipment **for classrooms in the Miller Learning Center**.

Call **706-542-1582** to reserve equipment **for all other uses**.

RATE SCALE:

UGA Academic	UGA Other	Non-UGA
No charge is required when using equipment/media for an academic class that carries a UGA course number	The UGA rate applies when equipment is being used outside of the UGA Academic Rate Category	Any use that is not UGA related. Must be UGA affiliated

Person, and/or department, student organization of said person whom the reservation is created will be held responsible for any damage to, theft of or loss of any equipment whether in whole or in part

i. Classroom Use (Provide UGA Course Number)

- A. Equipment is provided free of charge (UGA Academic rate) on a first-come, first-served basis to Instructors teaching UGA courses scheduled in a general classroom.
- B. Free delivery and pick up can be arranged by CTL to main offices in buildings where classes are being taught. A two working day notice is required for this service.

Instructors will need to contact CTL (542-1582) to reserve equipment in their name and agree they and/or their department will take full responsibility if any item is lost, stolen or damaged. See Section 9 for *Enforcement of Policies*.

ii. Student Projects (Provide UGA Course Number)

- A. Equipment is provided free of charge (UGA Academic rate) on a first-come, first-served basis to students for class projects only with the authorization of the Instructor.
- B. Instructors will need to contact CTL (542-1582) to reserve equipment in their name and agree that they will take full responsibility for any items lost, stolen or damaged. See Section 9 for *Enforcement of Policies*

iii. Department Use

- A. Equipment is available at a reduced cost (UGA Other rate) on a first-come, first-served basis to most academic departments, academic support departments as well as academic functions/events needing short-term equipment.
- B. Maximum equipment checkout will be 3 days only unless prior arrangements have been made.
- C. Free delivery and pick up can be arranged by CTL to main offices in campus buildings where equipment is needed to be used. A two working day notice is required for this service.
- D. Please contact CTL for rates and availability (542-1582).
- E. Department will be held responsible for any items lost, stolen or damaged. See Section 9 for *Enforcement of Policies*

iv. Student Organizations/Clubs

- A. Equipment is available for rental to UGA registered student organizations/clubs at the UGA-other rate on a first-come, first-served basis.
- B. **Only** the faculty advisor overseeing the organization/club can contact CTL (542-1582) to reserve the equipment. By doing so, the advisor is agreeing to take full responsibility if any item(s) are lost, stolen or damaged. See Section 9 *for Enforcement of Policies*
- C. If student group does not have an advisor, contact CTL for further information/instructions.
- D. Payment for rental is due upon return of item(s). Payment can be made using cash, check or credit card (Visa / Mastercard / American express) plus tax.
- E. Either the student or advisor may pick up and return reserved items.
- F. No delivery service offered.
- G. Daily late fees apply.
- H. Please call CTL (542-1582) for rates and availability.

v. Off Campus Use

- A. Equipment taken off campus may be subject to a rental charge.
- B. Depending on circumstances, some equipment will not be allowed off campus.
- C. The Faculty/Department/Client reserving equipment must agree that they will take full responsibility of any item(s) lost, stolen or damaged. See Section 9 *for Enforcement of Policies*
- D. Appropriate forms for off campus use will need to be filled out if necessary.
- E. Please contact CTL (542-1582) for rates and availability.

4. Media Library Loans

CTL has an extensive collection of educational videos, CDs, DVDs and other media in our online catalog at <http://media.ctl.uga.edu> for checkout by Faculty or GTA's (that are IOR's – Instructor of Record and who are currently assigned to teach a UGA course related class). For more information about Films on Demand please visit our website at <http://www.ctl.uga.edu/equipment#catalog>

5. Security of Equipment

- A. Key holders (name of person on reservation) are responsible for the security of equipment in the media cabinet of general classrooms by making sure the following steps are taken: unlocking the cabinet at the beginning of the class/event, returning equipment to original state/position, and locking the cabinet at the end of class/event.
- B. At anytime when the responsible key holder (name of person on reservation) or a responsible party present is not in the classroom, the equipment should be locked in the classroom equipment cabinet.
- C. No equipment may be removed from the classroom without permission of CTL.

- D. Short-Term Loan Equipment must be stored in a secure location when not in use.
- E. Clients (person reservation is made) of short-term loan equipment are responsible for care, custody and control of equipment. Make sure equipment contents are properly and neatly packaged and returned with the correct piece of equipment.

6. Operation of Equipment

- A. Classroom media cabinet key holders/short-term loan equipment users (name reservation is made) are responsible for ensuring that classroom equipment is operated in accordance with these policies.
- B. Media cabinet key holders/short-term loan equipment users (name reservation is made) are responsible for the setup of equipment prior to their scheduled class/event. They should arrive in advance to set up and ensure proper operation of installed classroom equipment or checkout equipment.
- C. Equipment training is available upon request and **STRONGLY** recommended.

Contact CTL at **706-542-3456** for **equipment training in general classrooms**.

Contact CTL at **706-542-1582** for **training with short-term loan equipment**.

7. Food and Drinks / Outdoor Use

- A. No food or drinks are permitted in, on or around the classroom equipment media cabinet in general classrooms or near any short-term loan checkout equipment. Food and drinks pose an electrical hazard and are dangerous to the person and function of the equipment.
- B. Equipment should be placed in a non-hazardous location.
- C. Equipment should not be used outside if weather does not permit use. Doing so could allow for additional charges.

8. Returns

- A. All keys and short-term loan equipment must be returned to CTL by the return date specified on the key/equipment reservation form. If an extension is needed, key/equipment holders (name reservation is made) must notify CTL to obtain permission.

Contact CTL at **706-542-3456** for **keys/equipment reserved for use in the Miller Learning Center**.

Contact CTL at **706-542-1582** for **keys/equipment reserved for use outside of the Miller Learning Center**.

- B. See **9. Policy Enforcement** for consequences of failure to return key(s)/equipment.

9. Enforcement of Policies

A. Users should not:

- Share classroom media cabinet key(s)/short-term loan equipment with unauthorized people or individuals not associated with equipment use.
- Improperly secure classroom media cabinets/short-term loan equipment.
- Access equipment for unauthorized purposes.
- Fail to return classroom media cabinet key(s)/short-term loan equipment.
- Take equipment off campus without first obtaining permission from CTL.

B. Actions to be taken are as follows:

- Policy infractions will be reported to department head and/or other designated supervisors.
- Failure to return a key will result in a \$20.00 plus tax penalty fee, which must be paid before another key can be issued.
- Equipment/Key/Media that is lost, stolen, and/or damaged will be the responsibility of the person whom the reservation is made and/or their department or student organization.
- Failure to comply with any of these written policies and procedures could result in additional charges or denial of future request.

10. Payment/Refunds

- A. CTL accepts cash, check or credit cards (Visa/Master card/Discover/American Express/JCB/Diners Club International)
- B. The original ticket and money must be in the CTL office to make a cash refund.
- C. If deposit has been sent to Business Services, we *cannot* make a cash refund. A check request will need to be submitted.
- D. The client must have their receipt.
- E. Found classroom key(s) must be turned in to CTL prior to receiving refund or submitting a check request.

11. Return Checks

Please visit this link for UGA's Policy concerning **Returned Checks**

http://www.bursar.uga.edu/returned_checks.html

12. Problem Reporting

A. The following occurrences should be reported to CTL Classroom Support Services by Submitting a classroom support ticket. By opening a ticket with Classroom Support this will provide a quick response with a guaranteed follow up of the issue:

- i. Classroom media cabinet and equipment malfunctions
- ii. Facility issues such as burned light bulbs, broken furniture, etc.

<https://uga.teamdynamix.com/TDClient/Requests/ServiceDet?ID=12739>

With this ticket, we need the following information:

- 1) building name
- 2) room number
- 3) requesting person
- 4) short description of the issue that is being reported

If you need immediate assistance please call **706-542-3456**

B. Short-term equipment loan checkout problems should be reported to CTL Instructional Media Resources at **706-542-1582** or ctlmedia@uga.edu

13. Classroom Reservations

- A. To reserve a general classroom, contact Campus Reservations at **706-583-8020** or email **reserve@uga.edu**, visit their office located in room 121 of the Tate Student Center, or visit their website at www.reservations.uga.edu.
- B. CTL **does not** reserve classrooms.

Opening a ticket with Classroom Support for any of these issues will provide a quick response with a guaranteed follow up of the issue.