UGA General Classroom Media Equipment/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. Classroom Media Cabinet Key Access Privileges
3. Short-Term Equipment Loan Privileges
4. Security of the Equipment
5. Operation of the Equipment
6. Food and drinks
7. Returns
8. Enforcement of Policies
9. Refunds
10. Problem Reporting
11. 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. TA’s, 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 8 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 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 are responsible for access to the equipment if they schedule guest lecturers, presenters, etc.

C. Any Student Organization/Club needing or wanting access to equipment will need to reserve a room at the Miller Learning Center. Reserving any room outside of the Miller Learning Center will result in having NO access to the equipment in locked media cabinets. If reserved outside of the MLC, you will then need to contact the CTL South office (542-1582) for equipment rental options.

3. Short-Term Equipment Loan Privileges

CTL also provides equipment for short-term loan checkout. This equipment may be used to augment classrooms that have little or no multimedia equipment or may be used for other event purposes. There are three categories to determine what, if any, fees will be assessed. See the accompanying rate scale below descriptions that follow. See Section 8 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.

Person, and/or department of said person whom the order is booked, will be held responsible for all items.

RATE SCALE:

<table>
<thead>
<tr>
<th>UGA Academic</th>
<th>UGA Other</th>
<th>Non-UGA</th>
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<tbody>
<tr>
<td>No charge is required when using equipment/media for an academic class that carries a UGA course number</td>
<td>The UGA rate applies when equipment is being used outside of the UGA Academic Rate Category</td>
<td>Any use that is not UGA related. Must be UGA affiliated or a Corporation/Business</td>
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Center for Teaching and Learning

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 to reserve equipment in their name and agree that they will be taking full responsibility if any item is lost, stolen or damaged. See Section 8 for Enforcement of Policies.

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 to reserve equipment in their name and agree that they will be taking full responsibility for any items lost, stolen or damaged.

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. All others are subject to the UGA-other rate.
B. Maximum equipment checkout will be 5 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.
E. Department will be held responsible for any items lost, stolen or damaged.

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. To receive the UGA-other rate the advisor/faculty overseeing the organization/club must contact CTL to book the equipment and agree to take full responsibility if any equipment rental item(s) are lost, stolen or damaged.
C. An organizational check payable to CTL or UGA account number must be used to pay for the equipment at the time of return. Any other payment type will result in being charged the non-UGA rate.
D. Either the student or advisor may pick up or return reserved items.
E. No delivery service offered.
F. Please call CTL for rates and availability.

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.
D. Appropriate forms for off campus use will need to be filled out.
E. Please contact CTL for rates and availability.

4. Security of the Equipment

A. Key holders 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 any time when the responsible key holder 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. Users of short-term loan equipment are responsible for making sure all equipment contents are properly and neatly packaged and returned with the correct piece of equipment.

5. Operation of Equipment

A. Classroom media cabinet key holders/short-term loan equipment users are responsible for ensuring that classroom equipment is operated in accordance with these policies.
B. Media cabinet key holders/short-term loan equipment users 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.
6. Food and Drinks

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 equipment checkout.
B. Food and drinks pose an electrical hazard and are dangerous to the person and function of the equipment.

7. Returns

A. All keys and short-term loan equipment must be returned to CTL by the deadline specified on the key/equipment reservation form. If an extension is needed, key/equipment holders 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 in any general classroom other than the Miller Learning Center.
B. See 8. Policy Enforcement for consequences of failure to return key(s)/equipment.

8. 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.
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 may be reserved.
   • Equipment/Key/Media that is lost, stolen, and/or damaged will be the responsibility of the Instructor and/or Department or Client.
9. 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. Key must be turned in to CTL prior to receiving refund or submitting a check request.

F. When a refund is necessary, the person handling the transaction will complete the “credit memo” form stating the reason for the return, and staple it on top of the original ticket. The refund should then be run through the register and the cash register tape attached to the paperwork.

10. Problem Reporting

A. The following occurrences should be reported to CTL Classroom Support Services at 706-542-3456 or ctlslc@uga.edu:
   
   i. Classroom media cabinet equipment malfunctions and network problems
   ii. Facility issues such as no chalk/markers, burned light bulbs, broken furniture, etc.

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

11. Classroom Reservations

A. To reserve a general classroom, contact Campus Reservations at 706-583-8020, 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.