



Media, Key, Equipment Loans

INTRODUCTION

The Center for Teaching and Learning provides UGA faculty, staff, and authorized students access to permanently installed media technology in reserved general classrooms as well as short-term equipment loans. This policy addresses the following:

1. Training
2. Key access privileges
3. Short-term equipment loan privileges and Rates
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. Reporting a problem
12. Classroom reservations
13. Duplication / Transfers
14. Rate information

1. TRAINING

Clients are encouraged to receive training on the operation of installed classroom equipment when teaching in a general classroom or checking out short-term loan equipment for the first time.

- Call **706.542.3456** to request installed classroom equipment training
- Call **706.542.1582** to request short-term loan equipment training

2. KEY ACCESS PRIVILEGES

Certain classrooms contain installed equipment secured in media cabinets. Clients may need to check out a key from the Center for Teaching and Learning to obtain access. To reserve keys to rooms that the Center for Teaching and Learning supports please contact:

706.542.3456 to reserve an equipment cabinet key in the **Miller Learning Center**

706.542.1582 to reserve an equipment cabinet key to **all other general classrooms**.

- A. Key holders may not distribute keys to unauthorized persons or use the key for unauthorized events not associated with original reservation.
- B. Key holders are responsible for access to the equipment if they schedule guest lecturers, presenters, etc.
- C. Key holders and their department are responsible for the replacement of any keys that become lost or damaged.
- D. Advisors for student organizations will need to reserve keys. Charges apply.
- E. Keys reserved for the semester are only permitted to faculty or departments.
- F. There will be a \$20 replacement fee for lost keys. Tax may apply.
- G. When placing a room reservation through Campus Reservations, be sure to include your equipment needs to receive the proper confirmation. If you have questions, please contact the Center for Teaching and Learning directly at 706.542.1582 or email us at ctlmedia@uga.edu

3. EQUIPMENT LOAN PRIVILEGES (SHORT TERM)

The Center for Teaching and Learning provides equipment for short-term loan checkout. This equipment may be used to augment classrooms that have; limited or absent equipment, student class projects and events and for department events. Please see [Rate Scale](#) for detailed information. Some items may be restricted depending on need.

Call **706.542.1582** or email ctlmedia@uga.edu to reserve equipment. You can also submit an [online request](#). Select the “Order” tab to begin your search.

4. MEDIA LIBRARY LOANS

For a listing of the Center for Teaching and Learning’s extensive library, please visit our [online catalog](#) and select the “Order” tab to begin your search. You may also call 706.542.1582 or email ctlmedia@uga.edu for assistance.

- A. Media checkout is only available to UGA faculty or instructors of record.
- B. Media cannot be kept for an entire semester unless prior arrangements are made.
- C. Media cannot be transferred or duplicated to another format without permission.

- D. Reservation holder is responsible for lost or damaged media.

5. SECURITY OF EQUIPMENT

- A. Key holders are responsible for the security of equipment in classroom media cabinets by making sure the following steps are taken: unlocking the cabinet at the beginning of class or event, returning the equipment to original state at the end of class or event, and locking the cabinet at the end of class or event.
- B. Equipment should always be monitored for security reasons.
- C. No equipment is to be removed from the classroom without permission of the Center for Teaching and Learning.
- D. Short-term loan equipment must be stored in secure locations when not in use. Reservation holders of short-term loan equipment is responsible for care, custody, and control of equipment.

6. OPERATION OF EQUIPMENT

- A. Reservation holder is responsible for ensuring the equipment is operated in accordance with the policies of this document.
- B. Reservation holder is responsible for the equipment setup. Advanced arrival is recommended to ensure proper operation of installed classroom equipment or short-term loan equipment.
- C. Equipment training is available upon request and recommended for first-time users.

Contact **706.542.3456** for training in CTL supported general classrooms.

Contact **706.542.1582** for training with short-term loan equipment

7. FOOD AND DRINKS / OUTDOOR USE

- A. No food or drinks are permitted around classroom media cabinets or loaned equipment. Drinks pose an electrical hazard and are dangerous to the person and functionality of the equipment.
- B. Equipment should be placed in a non-hazardous location where it does not present a trip hazard.
- C. Equipment should not be used outside if weather does not permit. Weather related damage to equipment could result in additional charges.

8. RETURNS

All loaned equipment and keys must be returned to The Center for Teaching and Learning by the date specified on the reservation form. If extensions are needed, please notify The Center for Teaching and Learning to obtain permission at 706.542.1582.

9. ENFORCEMENT OF POLICIES

A. Users should not:

- Share classroom media cabinet keys or equipment with unauthorized individuals.
- Improperly secure classroom media cabinets and loaned equipment.
- Access equipment for unauthorized purposes
- Take equipment off campus without first obtaining permission.

B. Actions to be taken are as follows:

- Policy infractions will be reported to the correct personnel in charge.
- Failure to return keys will require a replacement to be made. Please contact the Center for Teaching and Learning at **706.542.1582** for cost information.
- Equipment items lost, stolen, or damaged will be the responsibility of the reservation holder. Please contact the Center for Teaching and Learning at **706.542.1582** for cost information.
- Failure to comply with any written policies and procedures of this document could result in additional charges or denial of future request.

10. PAYMENT / REFUNDS

- A. The Center for Teaching and Learning uses an online payment process for all transactions that are not paid using a UGA account number.
- B. Payment is due within 30 days upon completion of services rendered.
- C. There is a 90-day refund policy
- D. Clients must have their receipt to request a refund.
- E. Late fees may apply to loaned items not returned by the specified return date.
- F. A restocking fee may apply if equipment is returned unused.

11. REPORTING A PROBLEM

- A. The following occurrences should be reported to the Center for Teaching and Learning's Classroom Support Services by submitting a [classroom support ticket](#). Opening a ticket with Classroom Support 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, leaks, etc.

Please provide the following information with any ticket submission:

- Building name
- Room number
- Name of client filling out ticket
- Short description of the issue that is being reported

For immediate assistance, please call **706.542.3456**

- B. For loaned equipment issues, please call The Center for Teaching and Learning's Instructional Media Resources unit at 706.542.1582 or ctlmedia@uga.edu

12. CLASSROOM RESERVATIONS

- A. To reserve a general classroom, please contact Campus Reservations at 706.583.8020 or email reserve@uga.edu. You can also visit their office in room 121 of the Tate Student Center. Please visit the [website](#) for more information.
- B. The Center for Teaching and Learning does not reserve classrooms.

13. DUPLICATION AND TRANSFERS

The Center for Teaching and Learning offers duplication services for both audio and video recordings. Please contact CTL for a listing of formats available for transfer, 706-542-1582

14. RATE INFORMATION

For a list of available loan equipment and keys along with pricing please visit The Center for Teaching and Learning [website](#)