



St. Philip's College

Learning Resource Center

Equipment Reservation Policies

Reservations

Reservations must be made at least **24 hours** in advance by filling out a **Media Services Equipment Reservation Form** located at the Circulation Desk.

To ensure information accuracy and quality service, telephone reservations will not be accepted.

Emergency requests made less than 24 hours in advance will only be honored if equipment is available and **the user agrees to pick-up and return the equipment.** Media staff is engaged in many activities and are responsible for many deadlines and must carefully schedule their time. Please plan ahead to help us serve you better.

Your Responsibilities

A **Media Services Equipment Reservation Form** must be completely filled out by the borrower or Audio-Visual staff for an equipment loan. This slip must contain **accurate** information including start and finish time and location of equipment use. Missing information on a reservation form may result in an inability to process the request.

The user assumes full financial responsibility for equipment borrowed and must sign for it when it is delivered.

Audio-Visual staff will make only one attempt to deliver equipment and will wait no longer than 5 minutes past the time of the reservation. If no one is there to sign for and receive the equipment, it will be returned to Audio-Visual.

Equipment is not to be left **unattended** in classrooms or hallways. If you finish early, call 531-3342 for pick-up. **If you are not finished by pick-up time, you must return the equipment to Media Services yourself.**

If you have picked up equipment yourself as an emergency request, **you are responsible for returning** it to Audio-Visual.

Semester Loans

To borrow equipment for a whole semester, a **Semester Loan Form** must be completed and signed by the borrower, the appropriate Department Chairperson, and approved by the Media Services Coordinator. Semester loan equipment must be safely stored in a locked location when not in use. The borrower of the equipment must contact Audio-Visual and arrange for a pick-up, or return the equipment themselves by the due date on the form. **The due date will be the last day of the semester.** Failure to return semester loan equipment on time will result in loss of semester loan privileges for the next semester. The borrower assumes full financial responsibility for the equipment until it is returned. **Replacement bulbs** for semester loans will automatically be charged to the borrower's department.

Off-campus Loans

Faculty and staff are permitted to take equipment off-campus. **Audio Visual Equipment Request for off Campus Use Form** is used instead of a regular equipment reservation form. Off-campus loans are usually for 1 to 2 days' use, however, if more time is needed, please notify a Media Services staff member of the circumstances.

Equipment Repair

For equipment malfunction or repair call 531-3349.

For computer malfunctions or software problems call 531-3338 or pager no. 266-8033.