

Camera Checkout Policy

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<https://apps.butler.edu/mediaarts/reservations/>

1. All checkout equipment and production spaces (edit bays, studios, audio and video control rooms) are for academic use only. These assets have been purchased and maintained by the CCOM departments to support academic learning and class projects where deemed necessary and appropriate.
2. Access to checkout equipment and these facilities is determined by class enrollment. No one has access because that student is a major or minor, they must be enrolled in a class that grants them access.
3. Equipment and facilities are to be utilized solely for class assignments in the permissioned class. They are not to be used for other classes (such as First Year Seminars) campus or outside entities (such as fraternities, sororities or SGA groups) or any work for hire. Any student, faculty or staff doing so may be suspended from checkout privileges. Suspensions may also occur if a student returns equipment late more than once.
4. Camera checkout is located in Fairbanks 030 and open when classes are in session Monday-Friday from 12pm-8pm and weekend days from 12pm-4pm. If the university is closed for weather, holidays or breaks, checkout is also closed. Checkout will close the last day of instruction every semester. There will be a posting at the start of each semester for scheduled closed dates including fall and spring breaks when checkout equipment is not available.
5. "Bays" such as edit bays, audio rooms, etc. can be checked out for up to 3 hours at a time. "Cameras" or checkout equipment can be checked out for up to 3 days at a time.
6. The person who makes the reservation is responsible for the repair or replacement value of that equipment while it is in their possession and therefore should not leave equipment unattended or stowed in plain sight in a vehicle or elsewhere.
7. Faculty wishing to use cameras in class must reserve them or contact Mark Harris to close those assets for them. In the case of morning classes, these assets must be reserved starting the night before to ensure that they will be available the next morning (such as Wed night at 8pm until Thurs at noon for a 9:35 class).
8. All equipment that leaves camera checkout **MUST BE RESERVED ONLINE** prior to being checked out.
9. The checkout worker on duty is the ruling authority until the camera checkout supervisor is involved.

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