Mass Communication Student Service Center

Technology and Equipment Services

Media Center 005B

mcomavcheckout@towson.edu

410-704-4917

Media Technology Checkout Policies & Procedures Checkout Eligibility

Students Must:

- Have a current and valid Towson University student ID, be currently enrolled in a MCOM course requiring media use

- Read “Media Technology Checkout Policies & Procedure”

- Sign the “Media Technology Equipment Checkout Agreement” with the instructor signature and return to the MCOM Checkout Office, MC 005.

CHECKOUT Procedure:

-When checking out equipment, you must present a valid Towson University student ID and must

Be enrolled in a department of Mass Communication and Communication Studies course. Students

Participating in an independent study are required to have their instructors notify checkout staff

via email that they will need to use equipment. This must be done prior to renting out equipment.

- Students are required to read and sign the Towson University MCOM Department’s borrower’s agreement form before checking out equipment.

Agreement before checking out equipment.

- If you need additional instruction on how to operate the equipment, let the staff know and allow

yourself additional time for instruction.

-Check all equipment before leaving the checkout office to ensure that it is operating properly.

Notify checkout staff before leaving the office if the equipment you were assigned is not operating properly and it will be switched out.

- It is important to thoroughly check equipment to ensure that all items are accounted for before leaving the checkout office. All items should be present and accounted for when equipment is returned to the checkout office. Students **will be charged** for items that are missing or broken not noted on the rental agreement

OVERDUE EQUIPMENT

-Equipment is considered overdue if it is not returned on its due date before the office closes for the day.

**-LATE FEES WILL BE ENFORCED**.

Please call or email the checkout office if you think you are going to return equipment late. Failure to do so will limit your ability to checkout equipment in the future. It is recommended that you leave a voicemail if no one answers the phone when you call the checkout office. Our phone is 410-704-4917 and email mcomavcheckout@towson.edu

-On the equipment due date, students who have not returned equipment will be notified by phone one hour before the end of the final equipment checkout hours for that day.

-Students will be charged a $**20 (Cash, check or money order) late fee per kit** for every day late equipment is not returned.

-Access to equipment will be limited and then revoked if you consistently fail to return equipment on time and/or damage equipment assigned to you.

-In cases of /or emergency only, a **one-day** extension may be granted if you notify checkout staff ahead of time via email and/or phone. A total of three (3) extensions may be granted before equipment must be returned and a new agreement filled out and signed.

Lost or Stolen Equipment

-Students accept full responsibility for the security of the equipment.

-Students will be charged for the equipment that was lost or stolen due to negligence.

-If a student loses possession of equipment due to a violent crime, theft, or armed robbery, it is the

student’s responsibility to file a report with the Campus Police or the Baltimore County Police

Department and submit a written statement to the MCOM Student Service Center staff. Students may still be held responsible for the replacement costs of the equipment.

Equipment Maintenance and Care

- Handle equipment as if it were your own. Do not leave equipment in extremely cold places, direct sunlight or extremely warm places for an extended period. Keep equipment covered in severe weather, such as rain or snow.

- Do not attempt to repair equipment if it malfunctions or breaks while under your own care.

Inform checkout staff of any problems or issues you had with the equipment immediately.

-Keep the equipment and equipment bags clean and free of food stains and spills.

-Unattended equipment found and turned in will be considered lost and the original borrower **will be charged** a re-stocking fee of $10.

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8/28/18