

## **Check out Policy Statement for Use of Photo Equipment and Photo Digital Labs**

### **Fall 2006**

- 1) Users may check out each equipment item for up to 48 hours per week.
- 2) Users may check out up to four items at one time (cameras limited to one per checkout).
- 3) All equipment must be returned at or before your scheduled return time.
- 4) Reservations for equipment will be canceled if the user is more than one hour late.
- 5) Users are responsible for making sure all the equipment they booked is included in the checkout package and in working condition at the time of checkout. Record anomalies at time of check out.
- 6) Authorized Users: User must be a currently registered University of Minnesota student enrolled in a Photography course in the Department of Art and have had the necessary training to use the chosen equipment. This is especially important for the large format cameras and the digital equipment. (If your name is not on an authorized list at the check out room, talk to your instructor.)
- 7) A valid student ID is required to check out all equipment. For equipment used inside the building, users will hand over their student ID for the duration of the loan period. For equipment taken outside the building or overnight students must fill out a loan slip with their current contact and ID information.
- 8) Equipment is solely for authorized users' use; user will not check out equipment for unauthorized users or allow unauthorized users into the digital labs.
- 9) Working in the digital labs: Access to these rooms is during open hours of the check out room when no class is meeting. There is no after-hours access. Authorized students' Ucards will be activated for the duration of the semester. Users will report damage or problems immediately to the check out room. Return any checked-out scanning equipment and shut down your work station before you leave the building.
- 10) Equipment Return: User is responsible for returning the equipment to Equipment Checkout W139 Regis Bldg in the same condition as when received, at or before the scheduled return time. The authorized user will be held responsible for equipment returned by someone other than himself or herself.
- 11) Failure to Return Equipment: If equipment is not returned when due, user will be in unlawful possession of equipment. U of MN, Department of Art may seek the issuance of a warrant for the arrest of anyone in possession of the equipment (including authorized user).
- 12) Equipment Loss and Damage: If the equipment (digital or film-based) is lost, stolen, or damaged, user will be responsible for the cost of replacement or repair. Student access will be suspended and grades may be withheld if students neglect to make arrears.
- 13) Users with overdue equipment, outstanding repair or replacement bills or otherwise unresolved situations may not check out additional equipment.
- 14) Equipment use is only for legal, authorized purposes: Unauthorized or illegal uses include but are not limited to: harassment; destruction of or damage to equipment, software, or data belonging to others; unauthorized copying of copyrighted materials; private business unrelated to University activities.
- 15) Investigations: Authorized users will promptly complete incident reports and deliver to Department of Art Equipment Checkout Supervisor a copy of all related documents. Authorized Users will also fully cooperate with U of MN, Department of Art investigation of any vandalism, theft, accident, claim, or lawsuit involving use of equipment. Report forms are available in the check out room.
- 16) Fraudulent use: If equipment is obtained from the Department of Art by fraud or misrepresentation, or is obtained in furtherance of an illegal purpose, all use of equipment is without permission.
- 17) Users who violate any of these conditions will have their access privileges suspended.

**I understand and agree to these terms. (Sign, print name, course, and date below)**

**Signature:**

**Date:**

**Print Name:**

**Course: ARTS**