DIGITAL MEDIA EQUIPMENT RESPONSIBILITY FORM

Check-out

1. The department does not supply any expendables such as video tapes, audio tapes, tape cases, cleaners, etc.

2. Equipment reservations are handled on a first-come, first-served basis. Failure to make a timely reservation may result in a student being unable to check out equipment. This circumstance will not change the due date for any project.

3. The Digital Media Department issues students an equipment check-out sticker each semester. When the student is ready to check-out equipment they will show a valid Valencia ID with a equipment sticker at the time of check-out.

4. Equipment is for use on Valencia College Digital Media department class projects only. Valencia College owns the rights to any material gathered or produced, in any form using Valencia Digital Media facilities or equipment. All students MUST be currently registered in a Digital Media Program class that requires equipment; there is no checkout for students outside of Digital Media classes.

5. In the event the student cannot check-out equipment themselves, they should inform their instructor and the equipment room in writing that they are requesting an assigned check-out. They will tell us the name and relationship of the person(s) coming to check-out the equipment. The people they assign to do their check-out must present a valid form of ID before the equipment room can hand over any equipment.

6. It is the student’s responsibility to ensure that any equipment they check out is in working order and all parts are accounted for. The student assumes financial responsibility in the event that equipment is damaged or lost.

7. For on-campus equipment use, a student can present a valid Valencia ID with a current check-out sticker and sign-out the needed equipment. On-campus equipment must be returned before end of open lab time on the same day. Student is responsible for checking lab schedule to make certain that equipment is returned before closing. Keeping “on campus” equipment overnight may result in loss of equipment privileges and/or points off a student’s grade.
Check-in

1. **ALL CHECKED-OUT EQUIPMENT MUST BE COMPLETELY CHECKED IN BY 1:00 PM ON THE DUE DATE (12:00 PM DURING SUMMER).** Failure to bring back equipment on time will result in grade points lost per the discretion of the student's instructor and/or loss of the student's equipment privileges. Allow an extra 5-30 minutes for check-in depending on size of check-out.

2. Any student who is running late with a check-in MUST call in BEFORE 1:00 PM (12PM During Summer Term on Fridays). Students are responsible for knowing the number to call. Check-in time is not automatically extended if you call; the decision is made on a case-by-case basis. Equipment may be extended only once at the discretion of the lab.

3. For students who cannot make the normal check-in times, equipment may be turned in EARLY. The equipment may be left with an instructor (if that instructor agrees to accept the equipment), with the program director (1-147) or in the dean's office (3-106). Students should call the lab number and leave a message stating who received the equipment so that lab personnel can retrieve it in a timely manner. The equipment is not considered checked-in until the equipment room personnel retrieves it and inspects it. Under no circumstance should equipment be left unsecured or dropped off in any other locations.

4. Any equipment malfunction should be reported immediately.

5. Students returning equipment with missing or broken pieces or those who have outstanding (late) check-outs cannot check out any other equipment until all issues have been resolved to the satisfaction of the lab Manager.

6. Students are financially responsible for loss, theft, or damage to Digital Media equipment or facilities while in their possession or under their use.

7. Equipment check-out is contingent upon the student’s ability to handle the equipment properly as demonstrated by previous usage. Instructors will determine what equipment the student may check out, this will be done on an individual basis. Violations are given for failure to handle equipment in a manner consistent with professional behavior. The violation points are taken off of the final class grade. Repeat student violations will warrant action taken by Lab Manager at his discretion. Penalties can vary depending on severity of particular violations.
The following offenses will result in a student receiving violations. 
*Penalties are subject to change at discretion of Instructor & Lab Manager.*

<table>
<thead>
<tr>
<th>Offense</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Case not properly packed</td>
<td>1 point</td>
</tr>
<tr>
<td>Failure to report obvious problems</td>
<td>2 points</td>
</tr>
<tr>
<td>Loss of manual</td>
<td>2 points*</td>
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<tr>
<td>Cables not stored neatly (coiled &amp; secured)</td>
<td>3 points</td>
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<tr>
<td>Loss of any parts (tripod plate, lens caps, etc.)</td>
<td>5 points*</td>
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<tr>
<td>Abuse of equipment</td>
<td>5 points**</td>
</tr>
<tr>
<td>Failure to return equipment by check-in time</td>
<td>2-5 points***</td>
</tr>
<tr>
<td>Disregard of Lab usage rules</td>
<td>2-5 points***</td>
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</tbody>
</table>

* These points will be removed if the missing item is replaced.
** These points will be removed upon satisfactory repairs paid for by the student.
*** Depends on severity of situation
Replacing lost or damaged equipment

1. When equipment is lost or damaged, our first choice is to have the student replace the equipment. The department will assign a deadline (usually 1 to 14 days) in which the student may have the equipment repaired or replaced from an approved vendor. The department will approve all vendors and the student must provide a copy of their receipt to prove the equipment was repaired or replaced properly.

2. If the department is required to pay for the loss or damage of equipment, a hold will be placed on the student’s administrative records (including, but not limited to Records, Registration and Graduation) until the department is reimbursed for the lost or damaged equipment.

3. If there is a second incidence of a student, whether singly or in a group, losing or damaging equipment in the same term, that student will lose all equipment privileges for the remainder of the term.

4. If, after once losing equipment privileges, a student, whether singly or in a group, loses or damages equipment, that student will permanently lose all equipment privileges.

5. All students who signed the check-out form are held fully and totally responsible for all of the costs associated with lost/damaged equipment.
Lab Usage

1. Labs are maintained for the use of Digital Media classes and the students in those classes and are restricted to those activities designated by the instructor. Any other use is strictly forbidden. Inappropriate use includes (but is not limited to):

   - Modifying any hardware or software system configuration or setting
   - Activities not in accordance with the Valencia student code of conduct.

2. Lab personnel are to be treated with respect at all times. Any student who is rude or abusive to any staff member, faculty member or fellow student may face disciplinary action from the college.

3. Vulgar or disrespectful language is not permitted. Any conversations should be kept to a low volume in order to not disturb other people working in the lab. Students will first be warned to speak properly and, following a second incident, asked to leave.

4. No outside projects or projects for profit are permitted.

5. No food or drinks.

6. All cell phones must be turned off. Students may not accept or make calls from the lab.

7. Headphones are highly recommended. If you are not using headphones, the volume level must be low enough so you do not disturb classes.

8. Open lab hours are the only time you may work in the lab. Lab hours may change to accommodate a class or workshop in the lab. Changes in lab hours are posted on the lab door. Please ask if you need a computer & there is a class or workshop scheduled in the lab.

9. Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offenses may be sent to the campus administration for further disciplinary action.

10. Lab times will be posted outside the door. Arrival/departure times will be recorded and may be checked weekly as part of your course requirements.

11. Applications, 3rd party plugins and music libraries are property of Valencia College and for use by Valencia Students for Valencia assignments they may not be used for personal projects.
To check out equipment

1. Print out a copy of your course schedule from Atlas.
2. Take your schedule and your Valencia student ID (obtained in Bldg 5, second floor) to one of the lab staff in 1-152
3. Staff will verify your schedule, fill in a signature form & ask you to sign it, verifying that you are aware of the policies and procedures of the program.
4. Staff will place a sticker on the back of your Valencia ID, identifying you as eligible to check out Digital Media program equipment.
5. You may then request an equipment reservation.
6. To check out equipment, you MUST have your stickered Valencia ID with you at the time of checkout. Without a stickered ID, no equipment will be released.
7. The responsibility form & sticker must be updated every term you are taking Digital Media courses.