

# Mayborn SOJ Equipment Room Policies

## ***Equipment Room Access***

Access to the Mayborn equipment room is available to active students, faculty, and staff of the *Mayborn School of Journalism*. For more information on the equipment room access for faculty or staff, please see the section ***Faculty & Staff Use***.

## **User (*student*) Rules and Expectations**

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### ***User Access***

Users may only check out equipment designated to their current journalism course, and only when authorized by the instructor. The equipment is not to be used for personal projects or class work assigned outside of the *Mayborn School of Journalism*.

### ***User Responsibilities***

Users are responsible for making sure all equipment is present and in working order at checkout.

Users are to sign an application of liability (Gold Card) before checking out any equipment, each semester.

Users are responsible for replacing any lost or damaged equipment.

### ***Checkout Period***

All equipment checkouts are limited to a 3-hour period. Instructors may request exceptions on a case-by-case basis. Department of Technology & Operations staff will authorize the exception based to equipment availability.

### ***Overnight Checkout***

Users must request permission to checkout equipment for overnight use from their instructor. Once granted, a printed copy of approval from the instructor must be presented to the equipment room at checkout. This email must include:

- User's Name
- Course Number
- Equipment Requested
- Checkout Date & Return Date
- Reason for the Request

Staff of the Department of Technology & Operations will authorize the overnight checkout based to equipment availability.

### ***Consequences for Late Returns or other Violations***

The Media Technology Manager will inform the instructor of any user violations. The instructor may determine if a violation of procedure will affect a student's class grade. Denial of service will be based on the following schedule:

- 1<sup>st</sup> infraction will incur a one (1) week loss of equipment checkout.
- 2<sup>nd</sup> infraction will incur a three (3) week loss of equipment checkout.
- 3<sup>rd</sup> infraction will incur complete loss of equipment checkout for the remainder of the current semester, regardless of course.

## Faculty/Staff Use and Course Reservation

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### ***Requesting Equipment for Course Use***

***\*\*See the current schedule of SOJ equipment to determine availability.***

Instructors wishing to utilize equipment for student use within a given course will need to make arrangements with the Media Technology Manager and/or the Technology & Space Planning (TaSP) Committee prior to the start of the semester and/or during course planning. Consultation and training is required to discuss need and learn to operate the equipment properly.

### ***Depreciated vs Non-Depreciated Equipment***

***\*\*See the current schedule of SOJ equipment to determine depreciation status.***

*Non-Depreciated Equipment* is currently being compensated with student fees and therefore has restrictive use. This equipment is typically less than five years old, in high-demand throughout the semester, and acquired for specific classroom purposes. Access to *Non-Depreciated* equipment for class assignments must be requested prior to the semester during course planning and authorized by the Technology & Operations staff or committee based on availability and need. Use may also only be approved if there is no depreciated equipment available to perform the needed project or lesson.

*Depreciated Equipment* has been fully reimbursed by student fees, but is still in working order and property of UNT. This equipment will typically be over three to five years old and may not currently be in use by other classes. Use of this equipment is less restrictive, but is limited to SOJ project or class assignment use only. Availability of this equipment by instructors for student assignments will be on a first-come first-served basis, and must be discussed with the Media Technology Manager before the beginning of the semester in order to plan scheduling.

### ***Faculty & Staff Use***

Utilization of any equipment by faculty or staff is subject to the following criteria.

#### **Non-Depreciated Equipment:**

- Must be used for instruction only for the benefit of Mayborn students.
- Instructors may request use of equipment for class projects during course planning, however, scheduling and availability is determined by staff of Technology & Operations, based on equipment limitation and purpose.
- Subject to the user loan checkout period.

#### **Depreciated Equipment:**

- Available to faculty or staff of the *Mayborn School of Journalism*.
- Must be for UNT related purposes. *No personal projects.*
- Checkout must be scheduled and approved by staff of Technology & Operations based on equipment availability and purpose.
- Subject to the user loan checkout period.

## **Other Miscellaneous Equipment**

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### ***Peripherals***

Miscellaneous peripherals such as specialty cables, memory-card readers, etc. may be available for use by students and instructors during normal business hours. This equipment is on a first-come, first-served basis, should remain within close proximity of the Mayborn SOJ, and returned promptly. Availability of this equipment may change at any time based on damage or loss.

### ***Multimedia Cart***

The equipment room maintains a class set of Macbook Pro laptops and a small batch of current Apple iPads. This equipment may be requested in advance to be utilized for classroom projects, and does not need to be scheduled prior to the semester. Use of the cart is on a first-come, first-served basis, should remain within the GAB unless authorized. Requests for use must be submitted to the IT Manager or Media Tech Manager, at least one (1) week in advance for scheduling arrangements, and to charge batteries. The IT Manager may be contacted at any time for questions on how the laptops or iPads can be utilized within a class assignment.

### ***Other***

Other equipment not mentioned may also be available for special classroom use on a case-by-case basis from the Office of Technology and Operations. The IT Manager may be contacted during regular business hours for special equipment needs or consultation.