

School of Media and Communication

Equipment Room Policies and Procedures

Only students that are attending School of Media and Communication classes and are listed on a class roster submitted by their instructor, are permitted to reserve and checkout equipment and or accessories designated by the class instructor.

Students cannot pick up equipment for other students even if the equipment is reserved for the student they are picking it up for.

Students are required to reserve equipment online prior to the check-out period at

<https://webcheckout.bgsu.edu/patron>

The Equipment Checkout Room is located at 116 KNCR

No equipment can be picked up without a reservation

Equipment Room Hours of Operation

Monday – Friday 9:00 am – 5:00 pm

There are no checkouts over holidays and breaks

Equipment picked up on Monday – Thursdays is due back the following day

Equipment Picked up on Fridays is due Monday

When picking up or dropping off equipment only one student will be allowed at the window

If you arrive and another student is at the pickup window you must wait in the main hallway and practice social distancing until the equipment checkout clerk calls for the next in line

Check equipment and equipment kits thoroughly for damage and verify you have the listed inventory

Once equipment is in your possession you are responsible for any loss or damage

Students must sign the printed copy of the completed checkout form before they are permitted to leave with the equipment they are checking out.

Late notices are automatically emailed to the student with overdue equipment

The third notice includes the instructor. The instructor will attempt to contact the student and validate the urgency of returning the delinquent equipment.

24 hours after the due return time, if the delinquent equipment has not been returned, a hold will be put on that Webcheckout account, and the offending student will not be permitted equipment checkout privileges. Only the course instructor can reinstate checkout privileges.

72 hours after the due return time, if the delinquent equipment has not been returned, or arrangements have not been made for the return, the list of items checked-out and the student's information can be turned over to campus police for retrieval and or prosecution.