

## *CSUSM VISUAL & PERFORMING ARTS DEPARTMENT*

### **CHECKOUT GUIDELINES & PROCEDURES**

#### **EQUIPMENT LIABILITY**

1. Before student, faculty, and staff may borrow or use any VPA Departmental equipment, an Equipment Checkout Agreement Form must be completed and processed by the Checkout Staff.
2. When you sign the Equipment Checkout Agreement Form, **you are accepting full financial responsibility for all equipment.**
3. In the case of lost or stolen equipment during the period of checkout, the borrower **MUST**:
  - a. Immediately file a report with the appropriate police department;
  - b. Provide a copy of the police report to the Visual and Performing Arts Department;
  - c. File a Stolen Item Report form with VPA Checkout and Technical Support;
  - d. Meet with the University's Property Survey Board, if requested, to explain the circumstances of the loss.
  - e. Arrange to reimburse the Visual and Performing Arts Department for the full value of all missing equipment checked-out to the student.
1. If departmental equipment becomes **DAMAGED** during the period of check-out, the borrower **MUST**:
  - a. File a Damaged Equipment report with VPA Checkout and Technical Support;
  - b. Meet with VPA Technical Director and arrange to reimburse the Department for the repair or replacement of the damaged item(s).

#### **EQUIPMENT CHECK-OUT**

1. The VPA Equipment Checkout and Technical Support is a department facility. All University equipment must be checked out centrally from there in order to maximize accessibility, manage inventory and reduce duplication of functions.
2. A technical staff member (Checkout Supervisor) is assigned to that facility and manages the equipment, is in charge of the inventory, scheduling, reservations and maintenance of the equipment; hires, trains and manages student assistants.
3. Student assistants, when available, perform check-out duties and help students and faculty on a limited basis.

4. All equipment requests, whether in connection with class assignments or co-curricular projects, must have the approval of a faculty member who is trained or has received orientation for use of that particular equipment.
5. All students who plan to check-out equipment must:
  - a. Have in-class training prior to the check-out;
  - b. Must be a current California State University, San Marcos student;
  - c. Be on a faculty-approved list for that equipment.
6. Students are required to present school I.D. when checking out equipment. No other I.D. is accepted.
7. Rules and regulations for checking out equipment apply to all VPA Department students, faculty, and staff.
8. Based on prior consultation with faculty, the checkout room personnel may assign priorities for the use of certain equipment for classroom and co-curricular activities.
9. All faculty members who plan to supervise class and co-curricular projects must provide the VPA Academic Coordinator and VPA Technical Director with lists of all approved students, via e-mail, prior to the beginning of each semester, with updates as needed:
  - a. The Checkout supervisor matches the lists against the inventory and either confirms the requests or gives recommendations to the faculty member based on the existing equipment.
  - b. The Checkout supervisor may ask faculty to adjust their requirements in order to make the required equipment available to all students in question.
  - c. Whenever possible, faculty members should collaborate to stagger assignments to ensure the most efficient use of the equipment and facilities.
10. To use staff and student assistant time efficiently, check-outs and check-ins may be limited to specific times during each working day.
11. Our checkout system relies on each student, faculty member, and staff to return equipment on time.
12. Detailed rules pertaining to specific checkout items (video cameras, costumes, sculpture tools, etc.) can be found posted in VPA Checkout and Instructional Support.