



## **Arts Technical Support**

**Location: Arts 239A**

**Phone: (760) 750-8801 Email: [artsccheckout@csusm.edu](mailto:artsccheckout@csusm.edu)**

### **CHECKOUT GUIDELINES & PROCEDURES**

#### **EQUIPMENT LIABILITY**

1. Before student, faculty, and staff may borrow or use any SofA 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 School of Arts;
  - c. File a Stolen Item Report form with Arts 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 School of Arts 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 Arts Technical Support;
  - b. Arrange to reimburse the School of Arts for the repair or replacement of the damaged item(s).

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

1. Arts 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. Late fees accrue at \$2.00 per hour, per item. A hold will be placed on student records, barring registering for classes, receiving transcripts or further checkout privileges until the fine is paid in full.
3. 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.



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4. Student assistants, when available, perform check-out duties and help students and faculty on a limited basis.
5. 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.
6. 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.
7. Students are required to present school I.D. when checking out equipment. No other I.D. is accepted.
8. Rules and regulations for checking out equipment apply to all University students, faculty, and staff.
9. 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.
10. Enrolled students will automatically be added to the appropriate Arts equipment access list at the beginning of the semester. The access list is based on the current course roster. If there are add/drops at the beginning of the semester, the instructor is responsible for notifying Arts Technical Support.
  - 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.
11. To use staff and student assistant time efficiently, check-outs and check-ins may be limited to specific times during each working day.
12. Our checkout system relies on each student, faculty member, and staff to return equipment on time.
13. Detailed rules pertaining to late equipment fines and the appeal process can be found posted in Arts Technical Support and the SofA website.



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### **EQUIPMENT RESERVATIONS**

1. Students and faculty are encouraged to reserve equipment required for a class session, production or event early in the semester to avoid schedule conflicts later in the semester.
2. Students and faculty should submit their reservation request online by visiting the SofA website and clicking on "Arts Technical Support".
3. For in-class demonstrations, faculty may pick up their equipment in Arts Technical Support, or request to have it delivered to their classroom during Arts Technical Support open hours. However, the instructor must be present to verify their equipment, and sign the Equipment Checkout Agreement Form.
4. Operating hours of Arts Technical Support are 9:00 am to 7:00 pm, M-TH, and Fri. from 9:00 am to 5:00 pm. Checking out and/or prepping equipment may not extend beyond the closing time period.
5. Equipment to be checked-out to evening classes must be picked-up prior to the 7:00 pm or 5:00 pm closing time. Special arrangements for equipment return should be made by the instructor and the Arts Technical Support staff.
6. Cooperation and good communications are essential. Detailed reservation instructions can be found at Arts Technical Support.

### **EQUIPMENT RETURN**

1. Equipment must be returned on time.
2. Arrangements for due date extensions must be made with Arts Technical Support.
3. Any School of Arts member who fails to return equipment on the date indicated on the check-out form will incur a late fee and receive a notice regarding the violation of the equipment return policy.
4. Multiple infractions will result in the student being denied further check-out privileges:



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- a. It will be the responsibility of the student to make arrangements outside the University to secure the necessary equipment in order to finish his/her project.
  - b. The student may also be penalized in his/her course grade, at the discretion of the instructor, if this infraction is frequent, or causes a delay/setback in other student productions.
5. Equipment must be returned during scheduled check-in hours:
- a. The student must deliver all equipment, as listed under his/her name on the check-out form, no later than the due date as indicated on the check-out form to the equipment room during posted hours, located in Arts 239a, for clearance.
  - b. This process involves inspecting each item for missing parts and/or overall working condition.
  - c. Due to security issues, dropping-off equipment and leaving it unattended in the department office, classroom, hallway, or staff office prior to or after regular check-in hours is prohibited. Violation of this policy may also lead to suspension of equipment usage.
6. Special arrangements for equipment returns for evening class exercises/demonstrations should be made by the instructor and the Arts Technical Support staff.