

DMC Equipment Checkout Procedure

The Southern Oregon Digital Media Center (DMC) provides equipment checkout to **qualified users** only, in accordance with the policies described below.

1. Qualified Users

A qualified user is a currently enrolled student at SOU or SOU employee who meets all necessary criteria to check out the requested equipment:

- 1. Contact Information.** In order to check out equipment, the DMC must have on file the user's name, SOU ID number, phone number, and email address. The user must also present their valid SOU ID at the time of checkout.
- 2. Skill Qualification or Staff Approval.** DMC equipment is categorized by required skill level as **All Campus, Beginner, Intermediate, Advanced**, and **By Approval**. **All Access** equipment is open to all enrolled SOU students and SOU employees. To check out gear at the **Beginner, Intermediate,** and **Advanced** skill levels, students must be currently enrolled in a qualified class. See syllabi or check with faculty to see your class's designation. **By Approval** equipment is open to students and SOU employees by DMC Manager or faculty approval.
- 3. Good Standing with the DMC.** Users who are otherwise qualified may lose their good standing if they disregard DMC policies, lose or damage equipment, experience a change in academic standing or employment status, engage in rude or abusive behavior with students or staff, or if they engage in other forms of misconduct. The ability to check out equipment from the DMC can be suspended or revoked at any time, and DMC staff are authorized to refuse service to anyone who falls into any of these categories.

2. Availability

A qualified user is not guaranteed access to equipment. Equipment checkout is subject to availability.

3. Reservations

Any qualified user may reserve equipment in advance for future checkout, and in some cases, these scheduled reservations are required to check out equipment.

Scheduled reservations must be made at least 2 days ahead of the desired checkout date. These reservations are offered as a courtesy. While every effort will be made to have reserved equipment available at the time of the scheduled checkout, the DMC staff cannot guarantee availability and is not liable for any inconveniences or consequential costs incurred by the borrower due to unavailable equipment. Please note that users who return equipment on time and in good condition make it more likely that staff will be able to fulfill equipment reservation requests.

Any qualified user who wishes to check out more than 5 pieces of gear *must* reserve that equipment in advance. All drop-in requests for more than 5 pieces of gear will be denied.

Faculty, staff, and student teaching assistants who anticipate large checkouts for instructional purposes should make their large volume equipment reservations at the start of the term. These instructional reservations for scheduled classes have priority over all other equipment requests.

4. Checkout Period & Returns

Standard equipment checkouts are due 48 hours from pickup. Advanced course check-out periods may be determined by faculty. Renewals/extensions of checkouts are not permitted in any form. When a student returns gear, they must wait 24 hours to check out the same gear again. Gear must be returned during the DMC checkout hours of operation.

For past due items, a late fee will be applied to the person's SOU account, followed by repeat charges every 24 hours until all items are returned or until the total fees meet the replacement cost for each late item, according to the table below:

Skill Qualification	Per Item Fee, 1st Day Late	Per Item Fee, Subsequent Late Days
All Access & Beginner	\$5	\$5
Intermediate	\$15	\$5
Advanced	\$25	\$5

5. Approved Uses

Qualified users shall only use DMC equipment for the following approved uses:

- A. Instructional Use (in-class demonstrations, workshops, and assignments)
- B. Course Projects (production assignments for credit)
- C. DMC Staff Projects (assigned by the DMC Manager)
- D. Faculty Research and Creative Activity
- E. Other Approved Projects (see DMC Manager for approval)

DMC student checkout equipment may not be used for commercial purposes or for any politically affiliated campaign. Qualified users may not check out equipment on behalf of third parties.

6. User Responsibility

Qualified users who checkout gear shall accept responsibility for all equipment that is in their custody from the time of their checkout to the time of their return. This responsibility includes:

- Maintaining the relative condition of the equipment so that its condition depreciates at a rate not exceeding what would be expected by typical use.
- Returning the equipment in its entirety including any separate accessories, batteries, chargers, attachments, cases, booklets, hardware, tools, cables, memory cards, caps, straps and anything else included with the equipment at the time of checkout. Incomplete gear cannot be accepted or held onto by the DMC checkout, and late fees will accrue until the gear is returned in its entirety.

Failure to meet the criteria above will result in charges to the user's SOU account in the form of replacement costs, repair costs, and late fees, up to the \$5,000 SOU media insurance deductible.

The student checking out gear is responsible for the equipment until its return. Students may not transfer responsibility and another student may not accept responsibility.

Checkout privileges may also be suspended/revoked depending on severity of the infraction.