The Technology Resource Center provides technology development, software and hardware equipment training during hours of operation, and audio/visual equipment on a loan basis through the OIT Media Center. This service is provided free of charge to faculty, staff, and students. There is no charge for the use of any university-owned equipment; loaned equipment is expected to be treated with the utmost responsibility and care. Equipment loans are a privilege, not a right. Other than normally expected wear and tear, faculty, staff, and students will be held responsible for any lost or damaged equipment.

In order to check out Media Center A/V equipment, each user must sign a copy of the Loan Agreement. The loan agreement, along with the policies stated below, may be downloaded from the OIT Media Center website at http://technology.uco.edu/trc/mediacenter.html

Borrowers are expected to be aware of the replacement value of any piece of equipment checked out. A valid UCO I.D. must be presented prior to borrowing equipment. Equipment will only be checked in and out at the OIT Media Center when staff is present.

The following OIT Media Center policies and procedures should be read carefully and understood before using the facility, or checking out equipment.

I. Loan of Equipment:
   - To qualify for equipment loan, borrowers must demonstrate operational knowledge, after mini-training sessions are provided by Media Center Specialist.
   - Equipment will be available for loan to students who have been approved by a UCO professional staff, faculty member, or approved officer of a student organization. Do not attempt to reserve equipment without appropriate approval.
   - When equipment is checked out. A copy of the form will be provided upon request.
   - Borrowers will be held totally responsible for all equipment checked out to them when they sign the Loan Agreement. It is understood that all such equipment shall be returned to the Media Center in the same proper working condition as it was issued.
     - It is the borrower’s responsibility to accept only equipment in proper working condition from the Media Center. Check the parts and contents of the package before leaving the Media Center.
     - Should equipment become faulty for any reason while in the borrower’s hands, absolutely no attempt should be made by the borrower (or anyone else) to repair it. If faulty, return the equipment immediately to the Media Center.
     - Under no circumstances should any equipment in the borrower’s charge be loaned to any other person. All equipment transfers must be handled through the Media Center, even to the next user in line; borrowers could wind up paying dearly for someone else’s carelessness.
     - Supplying equipment to individuals who do not have authorization is a severe abuse of the Media Center policy.
II. Terms of Equipment Loan:
   o All equipment may be signed out for a maximum of three (3) days, unless prior arrangements are made for extended use (ex: attending conference for one week) by the Media Center Specialist.
   o Equipment must be returned and checked before a renewal of the loan may be made.
   o Reservations for extended periods or holidays will be considered on a proposal basis by the Media Center Specialist. Falsified or misrepresentation of special permission will result in immediate revocation of Media Center privileges.

III. Lost or Damaged Equipment:
   o The borrower is responsible for returning all equipment received in the same condition as when received.
   o The borrower will be responsible to pay the cost of replacement of any equipment not returned, or equipment returned which is damaged beyond repair.
   o The borrower will be responsible to pay the repair cost (not to exceed the replacement cost) of any equipment which is returned in damaged condition.
   o Failure to pay, as required, may result in loss of privileges and benefits.

IV. Reservation of Equipment: Equipment reservations can be made online. Pre-
approved/long term projects may be given special consideration by email request to the Multimedia Coordinator.

- Thirty minutes before closing, all reservations not yet claimed are void. This is to give the Media Center staff time to complete check out procedure prior to closing. Specific future checkout times during the semester can be arranged by giving adequate advance notice to the Media Center staff.

V. **Training Room Reservation:** Advanced video, audio, group, and training rooms are available for use by faculty, staff, and students. Email request to the Multimedia Coordinator no less than one week (7 days) in advance of requested reservation date. Request the specific time of day you will be using the Video Conferencing Room (10 seats) or the PC Training Lab (22 seats).
  - If you work past your scheduled time and someone needs the room or equipment, you will be fined.
  - Reserving time commits you to that block. You may come and go as you please, but use the time wisely. No-shows are considered abuse of policy. Cancellations must be made within a 24 hour time frame by calling the Media Center during hours of operation at 974-5595.
  - You are required to check in and out of the room by contacting the Multimedia Coordinator before and after use.
  - Storing personal project materials in the Media Center is not recommended, but if a borrower must do this, s/he must label the discs, tapes, etc., with a name and date to avoid having it removed. The Media Center will not be responsible for personal items lost or stolen.

VI. **Hard Drive Storage:**
  Media Center PCs and laptop hard drives are available for short-term projects only.
  - At the end of the session, or loan time, all files must be copied onto removable storage devices and then removed from the hard drive.
  - Borrowers who have long-term storage projects needs may submit a project proposal request to the Media Center Coordinator and ask for extended-use.
  - The Media Center does not back up files on Media Center computers and will not guarantee the security of any files left on the hard drives.
  - Reservations can be made online to work on specific Media Center computers (PC or MAC) at specific times.
  - Priority will be given to those who currently have pre-approved projects on the hard drive of a specific computer.

VII. **Penalties:**
  Responsibility for lost, damaged or stolen equipment is outlined above.
  - Failure to pay fines will result in a hold on reserve/checkout privileges, until fines are paid in full.
  - Any abuse or disregard for the above policies will result in suspension of use of the Media Center for the rest of the current semester. Access may be reinstated the following semester through formal application to the Media Center.