

# EMILY CARR UNIVERSITY

## Media Resources Borrowers' Policy Agreement

### Access

- A valid Emily Carr student, faculty or staff ID card must be presented each time equipment is signed out from Media Resources.
- Access to restricted-access equipment will vary depending on a student's program, current enrollment, and completed workshops/tests.
- Equipment may be borrowed for in-classroom use, course projects, and faculty and staff research projects.
- Equipment may not be borrowed for personal or commercial use.
- Students must be currently enrolled in classes to borrow equipment.
- Equipment loans are subject to equipment availability.
- Equipment may be reserved in advance or picked up on a first come, first served basis.

### Reservations

- Two days advance notice is recommended when requesting an equipment reservation.
- Equipment reservations can either be made via the online request form, by email ([mediaresources@ecuad.ca](mailto:mediaresources@ecuad.ca)), or in person and are handled on a first come, first served basis.
- An equipment reservation confirmation email will be sent to your Emily Carr email address to confirm your booking. If you do not receive an equipment reservation confirmation email, contact Media Resources in-person, by telephone at 604-844-3829 or by email at [mediaresources@ecuad.ca](mailto:mediaresources@ecuad.ca)
- Equipment bookings that are not picked up within a half-hour of the reservation pick-up time may be cancelled and reassigned to other borrowers.

### Borrowed Equipment

- In the event of theft, loss, or damage, borrowers may be responsible for the cost of replacement or repair.
- When picking-up an equipment booking, borrowers are responsible for checking that all parts and equipment are in good working condition and that there are no missing pieces before leaving Media Resources.
- The university is not responsible for any re-shoots or other costs incurred due to faulty equipment.
- Borrowers must report broken or faulty equipment by notifying a Media Resources staff person or by leaving a clear and legible note with returned equipment. Please include your full name (first and last name), Emily Carr ID number and description of the equipment problem.
- Borrowers are responsible for knowing how to set-up and operate equipment.
- Media Resources staff are available to go over basic operation and troubleshooting of equipment.
- It is the borrower's responsibility to make sure that all equipment is returned in good working condition, with all the cables coiled properly, equipment pieces packed properly in the right cases, and everything clean and dry.
- Borrowers are responsible for deleting content off of storage devices (SD cards, laptops, flash drives, etc.) before returning the equipment to Media Resources.

## Loan Periods

- Loans for most production equipment are generally two days in duration, with the return time being before 12:00pm noon. For example, a booking beginning on a Monday is due back on Wednesday by 12:00pm. However, regular-loan-period equipment signed out Thursday or Friday will be due back the following Monday before 12:00pm noon.
- Certain pieces of equipment, such as laptops and classroom presentation equipment are for day-loan use only, due back before the campus closes for the night.
- **It is the borrower's responsibility to know the return-time of their signed-out equipment.**
- Loans can be renewed in person or by phone if the equipment is available, but are not guaranteed.

## After Hours Return

- Do not leave equipment unattended outside the Media Resources door or gate.
- Do not return equipment by sliding it under the door or gate.
- Equipment may be returned when Media Resources is closed by calling campus security at 604-844-3838 from your phone or from the black phone in the hallway outside Media Resources. Security will meet the borrower at the Media Resources Department to return equipment. It is the borrower's responsibility to contact security at least 30 minutes before the building closes to allow time to return the equipment.

## Equipment Loan Suspensions and Fines

- Borrowers may be fined for late, lost, damaged, improperly packed, dirty, or abused equipment.
- Borrowers may be fined for equipment that is found unattended by the borrower or not properly secured in exhibition spaces.
- Borrowers are responsible for placing equipment in the designated "Return Area" when returning equipment after hours. Borrowers may be fined for returning equipment improperly, such as sliding it under the Media Resources door or gate.
- Students, faculty, and staff who book Media Resources equipment under their name are responsible for any damage fees, replacement costs, or late fees of equipment, even if the damaged, lost, or late equipment occurred while in the possession of a third party.
- Contact Media Resources at 604-844-3829 if you cannot return your equipment due to illness or accident.
- Late fines are \$10.00 per item per day for senior production equipment, and \$5.00 per item per day for all other equipment. Fines for lost, damaged, abused, or unattended equipment will vary.
- Notices regarding late equipment will be sent to your Emily Carr email address.
- **The Media Resources Department may withhold borrowing privileges at any time if the borrower has overdue equipment out, outstanding fines, three overdue equipment returns in an academic year, has not signed the policy agreement, is not authorized by their program for a particular piece of equipment, or displays significant disregard for Media Resources' policies.**
- Unpaid fines may prevent a student from registering in a subsequent semester or receiving their transcript.
- Borrowers are responsible for providing the Media Resources department with the receipt and stamped invoice after paying a fine at the Finances office.

## Borrower's Signature

I understand that the *Media Resources Department Borrowers' Policy Agreement* is a binding contract. By signing this policy agreement, I agree to and fully understand the terms and conditions stated. It is mandatory that first-time borrowers (Emily Carr faculty, staff or student) sign this policy agreement.

Name: \_\_\_\_\_

Emily Carr ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_