

UGA General Classroom, Media/Key/Short-Term Equipment Loan Guidelines

Introduction

The Center for Teaching and Learning provides UGA faculty and staff access to permanently installed media technology in reserved general classrooms as well as short-term equipment loans. This policy addresses the following:

1. Training
2. Key Access Privileges
3. Short-Term Equipment Loan Privileges & Rates
4. Media Library Loans
5. Security of Equipment
6. Operation of Equipment
7. Food and drinks / Outdoor Use
8. Returns
9. Enforcement of Policies
10. Payment/Refunds
11. Reporting a Problem
12. Classroom Reservations
13. Duplications / Transfers
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1. Training

Faculty, instructors of record, and staff are encouraged to receive training on the operation of installed classroom equipment when teaching in a general classroom or checking out short-term loan equipment for the first time.

- Call **706-542-3456** for **installed classroom equipment training**.
- Call **706-542-1582** for **short-term loan equipment training**.

2. Key Access Privileges

Many classrooms contain installed equipment secured in media cabinets. To obtain access faculty, instructors of record and staff, may need to check out a key from The Center for Teaching and Learning. For available keys to rooms that CTL controls please contact:

Call **706-542-3456** to reserve an equipment cabinet key in the **Miller Learning Center**.

Call **706-542-1582** to reserve an equipment cabinet key to **all other general classrooms**.

- A. Key holders may not distribute keys to unauthorized persons or use the key for unauthorized events not associated with original reservation.
- B. Key holders are responsible for access to the equipment if they schedule guest lecturers, presenters, etc.
- C. Key holders and their department are responsible for replacement of any keys lost or damaged.
- D. Student Organizations must first submit a room reservation request through Campus Reservations for the Miller Learning Center and designate if equipment will be needed. If reserved outside of the MLC, you will need to contact the Center for Teaching for further reservation information. (706) 542-1582 or ctlmedia@uga.edu
- E. Advisors for student organizations will need to reserve keys.
- F. A key charge of \$30 is required for student organizations placed in classrooms outside of the Miller Learning Center. Tax may apply.
- G. There is a \$20 replacement charge for all lost keys. Daily late charges apply.
NOTE: If cabinet is unlocked upon arrival to use equipment, charges still apply.
- H. There will be a \$20 replacement fee for lost keys. Tax may apply.
- I. Keys reserved for the semester are only permitted to faculty or instructors of record.

3. Short-Term Equipment Loan Privileges

The Center for Teaching and Learning provides equipment for short-term loan checkout. This equipment may be used to augment classrooms that have; limited or no equipment, student class projects and department events. Please see Rate Scale. Some items restricted

Call **706-542-3456** to reserve equipment **for classrooms in the Miller Learning Center**.

Call **706-542-1582** to reserve equipment **for all other uses**.

RATE SCALE for Equipment Use:

UGA Academic	UGA Other	Non-UGA
<i>No charge</i> when using for a current UGA course. (charges based on “First Use”)	applies when being used outside of the UGA Academic category (charges based on “First Use”) - Rates subject to change without notice	N/A

Person whom the reservation is created will be held responsible for any damage to, theft of or loss of equipment whether in whole or in part.

i. Academic Use (course number required)

- A. Equipment is provided free of charge on a first-come, first-served basis to faculty or instructors of record.
- B. Free delivery or returns can be arranged by CTL to main department office locations. A two working day notice is required for this service.
- C. Faculty or instructor of record will need to contact CTL to place a reservation. *See Section 9 for Enforcement of Policies.*

ii. Student Projects (course number required)

- A. Equipment is provided free of charge on a first-come, first-served basis to students for class projects only with the authorization of the Instructor. No deliveries.
- B. Faculty or instructor of record will need to contact The Center for Teaching and Learning to reserve equipment on behalf of the student. (706) 542-1582 or ctlmedia@uga.edu.

iii. Department Use

- A. Equipment is available at a reduced cost on a first-come, first-served basis.
- B. Maximum equipment checkout is 3 days unless prior arrangements have been made.
Option to extend
- C. Free delivery and pick up can be arranged by CTL to main departmental office locations. A two working day notice is required for this service.
- D. Please contact CTL for equipment availability (542-1582). *See Section 14 for Pricing Information.*
- E. Department will be held responsible for any items lost, stolen or damaged.

iv. Student Organizations

- A. Equipment is available for rental to UGA registered student organizations.
- B. Faculty or staff advisors overseeing the student organization can reserve the equipment.
See Section 9 for Enforcement of Policies
- C. Please call CTL, 542-1582, for availability and questions.
- D. If student group does not have an advisor, contact CTL for further instructions.
- E. Payment for rental is due upon return.
- F. Student of organization or advisor may pick up and return reserved items.
- G. No delivery service offered.
- H. Daily late fees apply.

v. Off Campus Use

- A. Equipment taken off campus may be subject to a rental charge.
- B. Person reserving equipment will take full responsibility of any items lost, stolen or damaged. *See Section 9 for Enforcement of Policies*
- C. Appropriate forms for off campus use will need to be filled out if necessary.
- D. No delivery to off campus locations.
- E. Please contact CTL (542-1582) for availability or questions.
See Section 14 for Pricing Information.

4. Media Library Loans

The Center for Teaching and Learning provides an extensive collection of educational videos, CDs, DVDs and other media in our online catalog at <http://media.ctl.uga.edu>
For more information, please contact CTL at (706) 542-582 or email us at ctlmedia@uga.edu

More collections can be found at the Main Library, <http://www5.galib.uga.edu/research/>

5. Security of Equipment

- A. Key holders are responsible for the security of equipment in classroom media cabinets by making sure the following steps are taken: unlocking the cabinet at the beginning of the class or event, returning equipment to original state, and locking the cabinet at the end of class or event.
- B. Equipment should always be monitored for security reasons.
- C. No equipment is to be removed from the classroom without permission of CTL.
- D. Short-term loan equipment must be stored in secure locations when not in use.
- E. Clients of short-term loan equipment are responsible for care, custody, and control of equipment. Make sure equipment contents are properly and neatly packaged before returning.

6. Operation of Equipment

- A. Client is responsible for ensuring equipment is operated in accordance with the policies of this document.
- B. Client is responsible for equipment setup. Advanced arrival is recommended to ensure proper operation of installed classroom equipment or checkout equipment.
- C. Equipment training is available upon request and recommended if a first-time user.

Contact CTL at **706-542-3456** for **equipment training in general classrooms**.

Contact CTL at **706-542-1582** for **training with short-term loan equipment**.

7. Food and Drinks / Outdoor Use

- A. No food or drinks are permitted around classroom media cabinets or checkout equipment. Drinks pose an electrical hazard and dangerous to the person and functionality of the equipment.
- B. Equipment should be placed in a non-hazardous location where people cannot trip over it.
- C. Equipment should not be used outside if weather does not permit. Doing so could allow for additional charges.

8. Returns

All keys and equipment must be returned to The Center for Teaching and Learning by the date specified on reservation form. If extensions are needed, please notify CTL to obtain permission at 706-542-1582

9. Enforcement of Policies

- A. Users should not:
 - Share classroom media cabinet keys or equipment with unauthorized people.
 - Improperly secure classroom media cabinets and loaned equipment.
 - Access equipment for unauthorized purposes.
 - Take equipment off campus without first obtaining permission.
- B. Actions to be taken are as follows:
 - Policy infractions will be reported to the correct personnel in charge.
 - Failure to return keys will require a replacement be made. Please contact The Center for Teaching and Learning for cost information.
 - Equipment items lost, stolen, or damaged will be the responsibility of the person who the reservation was made. Please contact The Center for Teaching and Learning for cost information.

- Failure to comply with any written policies and procedures of this document could result in additional charges or denial of future request.

10. Payment/Refunds

- A. The Center for Teaching and Learning uses an online payment process.
- B. The original ticket and money must be in the CTL office to make a cash refund.
- C. If deposit has been sent to Business Services, we *cannot* make a cash refund. A check request will need to be submitted.
- D. The client must have their receipt.

11. Reporting a Problem

- A. The following occurrences should be reported to the Center for Teaching and Learning's Classroom Support Services by submitting a classroom support ticket. Opening a ticket with Classroom Support will provide a quick response with a guaranteed follow up of the issue:
 - i. Classroom media cabinet and equipment malfunctions
 - ii. Facility issues such as burned light bulbs, broken furniture, etc.

<https://uga.teamdynamix.com/TDClient/Requests/ServiceDet?ID=12739>

With any ticket submission we need the following information:

- 1) building name
- 2) room number
- 3) requesting person
- 4) short description of the issue that is being reported

If you need immediate assistance, please call **706-542-3456**

- B. For equipment loan issues, please call the Center for Teaching and Learning's Instructional Media Resources unit at **706-542-1582** or ctlmedia@uga.edu

12. Classroom Reservations

- A. To reserve a general classroom, please contact Campus Reservations at **706-583-8020** or email reserve@uga.edu. You can also visit their office located in room 121 of the Tate Student Center, or their website at www.reservations.uga.edu.
- B. CTL **does not** reserve classrooms.

13. Duplications / Transfers

The Center for Teaching and Learning offers duplication services for both audio and video recordings. Please contact CTL for a listing of formats available for transfer, 706-542-1582

14. Pricing Information

EQUIPMENT / KEYS:

For a listing of available equipment/keys and pricing

DUPLICATIONS / TRANSFERS:

For a listing of media duplication and Transfers