



Media, Key, Equipment Loans

INTRODUCTION

The Center for Teaching and Learning provides UGA faculty, staff, and authorized students 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 and 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. Duplication / Transfers
14. Rate information

1. TRAINING

Clients 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** to request installed classroom equipment training
- Call **706.542.1582** to request short-term loan equipment training

2. KEY ACCESS PRIVILEGES

Keys to the MLC faculty lounge and lounge lockers can be accessed through the CTL-MLC office. Keys to lockers located on the 5th floor of the Journalism building, can be checked out through the CTL South instructional plaza office.

Clients eligible to reserve keys are faculty teaching a current UGA related course or teaching assistants aiding the instructor of record with a current UGA course.

For more information, please contact CTL at (706) 542-1582 or email us at ctlmedia@uga.edu.

- A. Key holders who are responsible for access may not distribute keys to unauthorized persons.
- B. Key holders and their department are responsible for the replacement of any keys that become lost or damaged.
- C. Person, and/or department of said person for whom the key reservation is created will be held responsible for any damage to, theft of or loss of any items whether in whole or part.
- D. There will be a \$20 replacement fee for lost keys. Tax may apply.

3. EQUIPMENT LOAN PRIVILEGES (SHORT TERM)

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 absent equipment, for student class projects, and department/student UGA events. Please see [Rate Scale](#) for detailed information. Some items may be restricted depending on need.

Call 706.542.1582 or email ctlmedia@uga.edu to reserve equipment. You can also submit an [online request](#). Select the “Order” tab to begin your search.

4. MEDIA LIBRARY LOANS

For a listing of the Center for Teaching and Learning’s extensive library, please visit our [online catalog](#) and select the “Order” tab to begin your search. You may also call 706.542.1582 or email ctlmedia@uga.edu for assistance.

- A. Media checkout is only available to UGA faculty or instructors of record.
- B. Media cannot be kept for an entire semester unless prior arrangements are made.
- C. Media cannot be transferred or duplicated to another format without permission.
- D. Reservation holder is responsible for lost or damaged media.

5. SECURITY OF EQUIPMENT/KEYS

- A. Key holders are responsible for the security of items currently in place or personally placed in these locations by making sure doors are locked when leaving and items are securely locked in their assigned locker. If you experience or suspect a problem please contact either 542-1582 or 542-3456 for assistance.
- B. Equipment should always be monitored for security reasons.
- C. Short-term loan equipment must be stored in secure locations when not in use. Reservation holders of short-term loan equipment are responsible for care, custody, and control of equipment.

6. OPERATION OF EQUIPMENT

- A. Reservation holders are responsible for ensuring the equipment is operated in accordance with the policies of this document.
- B. Reservation holders are responsible for the equipment setup. Advanced arrival is recommended to ensure proper operation of installed classroom equipment or short-term loan equipment.
- C. Equipment training is available upon request and recommended for first-time users.

Contact **706.542.3456** for training in CTL supported general classrooms.

Contact **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 loaned equipment. Drinks pose an electrical hazard and are dangerous to the person and functionality of the equipment.
- B. Equipment should be placed in a non-hazardous location where it does not present a trip hazard.
- C. Equipment should not be used outside if weather does not permit. Weather-related damage to equipment could result in additional charges.

8. RETURNS

All loaned equipment and keys must be returned to The Center for Teaching and Learning by the date specified on the reservation form. If extensions are needed, please notify The Center for Teaching and Learning to obtain permission at **706.542.1582**.

9. ENFORCEMENT OF POLICIES

A. Users should not:

- Share keys or equipment with unauthorized individuals.
- Improperly secure classroom/event space areas 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 to be made. Please contact the Center for Teaching and Learning at **706.542.1582** for cost information.
- Equipment items lost, stolen, or damaged will be the responsibility of the reservation holder. Please contact the Center for Teaching and Learning at **706.542.1582** 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 for all transactions that are not paid using a UGA account number.
- B. Payment is due within 30 days upon completion of services rendered.
- C. There is a 90-day refund policy
- D. Clients must have their receipt to request a refund.
- E. Late fees may apply to loaned items not returned by the specified return date.
- F. A restocking fee may apply if equipment is returned unused.

11. REPORTING A PROBLEM

- A. Non-emergency request (i.e. burned out bulbs, broken furniture, squeaky doors, etc..) 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.

Please provide the following information with any ticket submission:

- Building name
- Room number
- Name of client filling out ticket
- Short description of the issue that is being reported

For immediate emergency assistance, please call **706.542.3456**

- B. For Short-term loaned equipment issues, please call The Center for Teaching and Learning's *Instructional Media Resources* unit at **706.542.1582** or email 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 in room 121 of the Tate Student Center or their [website](#) for more information.
- B. The Center for Teaching and Learning does not reserve classrooms.

13. DUPLICATION AND 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. RATE INFORMATION

For a list of available equipment/key loans, and pricing please visit The Center for Teaching and Learning [website](#)