

**School of Fine and Performing Arts, Brock University
Department of Visual Arts Media Equipment Loan Policy (fall-winter 2013-14)**

ANY STUDENT WHO USES OUR EQUIPMENT MUST FOLLOW THIS POLICY. NOT DOING SO CAN RESULT IN SUSPENSION OF PRIVILEGES, OR FINES. Ultimate failure to return equipment to the Department by the end of the course will be understood as stealing, and can result in a failure to graduate.

MEDIA RESOURCES ROOM: GLN 118 / Coordinator, Lesley Bell
Equipment IN: 11:00 – 12 noon, Monday to Thursday
Equipment OUT: 1:00 – 2:00 pm, Monday to Thursday

ACCESS:

Department equipment is for students who are currently enrolled in VISA media classes and require it to fulfill their assignments.

RESERVATIONS: Equipment can be requested in person in GLN 118 or by email to Lesley Bell, labell@brocku.ca – use the subject line VISA EQUIPMENT please! There are no guarantees that a reservation can be made. If you cannot obtain a reservation because all equipment is booked, you can check at 2:00 pm to see if circulating equipment has been returned.

LOAN PERIODS:

PICKUPS - Plan to pickup in the afternoon, **1:00 – 2:00 pm**. RETURNS – Bring equipment back between **11:00 - 12:00 noon** the following day (or Monday, for weekend loans).

Late? If returning after 12:00 noon, you'll pay \$10.00 per day (or weekend), *per item of equipment*, and \$10.00 per day *for each additional day* that equipment is overdue.

LOAN LIMITATIONS:

All equipment may be borrowed for a maximum of two overnight loan periods OR one weekend loan (Thursday – Monday) in any one week. **However** →

EXTENSIONS:

Extensions may be allowed based on demand for the equipment. Contact Lesley before 11:00 am if you hope to extend your loan. If your request for an extension isn't possible, the equipment is still due between 11:00 - noon.

EXTENDED LOANS/ADVANCE RESERVATIONS:

Extending your loan periods for special needs or projects is possible. These extra loan periods will be authorized first by the instructors who will then contact Lesley. You should make this request as far in advance as possible.

LIABILITY:

You are fully financially responsible for any loss or damage that occurs while equipment from the Department of Visual Arts is borrowed in your name, and is in your possession.

ALL EQUIPMENT THAT IS SIGNED OUT IS IN OPERATIONAL CONDITION. Examine the equipment before taking it away, and have any damaged or missing part noted by Lesley or your instructor.

DEMONSTRATE THAT THE EQUIPMENT IS IN WORKING CONDITION UPON ITS RETURN. Be sure to allow time for this checking-in process.

Please delete all data saved on the equipment SD card.

VIOLATIONS & FINES:

Equipment must be returned in the condition in which it was loaned — any scratches, dents, broken or missing parts will be noted and a fine will be assessed to pay for the damage.

Access privileges will be suspended until you reimburse the Department for the repair or replacement of damaged or lost equipment. Access may be restored by the approval of a written petition to the Department Chair. ALL FINES MUST BE PAID IN FULL to Brock University.

Fines and/or suspensions will be given for the following:

- Equipment late – \$10.00;
- Failure to pick up equipment you have booked – \$10.00;
- Providing access for suspended students, students not qualifying for equipment loan, or non-students - SUSPENSION;
- Using equipment for projects which do not qualify as VISA student work - SUSPENSION.
- Equipment returned with damage – REPAIR OR REPLACE

All borrowing is suspended until all fines are paid.

Note: Fines not paid at all will be reported to the Registrar and could result in failure to graduate.

GRIEVANCES:

Written grievances must be submitted to the Chair of the Department of Visual Arts, with a copy to your instructor.

Lesley Bell: text: 289 213-3481 / labell@brocku.ca

In order to borrow equipment you must sign this form.

I agree to the above terms of borrowing equipment from the Department of Visual Arts

Name _____

Contact: email _____

Contact: text / phone number _____

September 18, 2013 (in force until December 31, 2013)

In order to borrow equipment you must sign this form.

I agree to the above terms of borrowing equipment from the Department of Visual Arts

Name _____

Contact: email _____

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