

Media Request Procedure

ITS maintains an inventory of small media and computing equipment suitable for portable use. This equipment is intended for academic and business related purposes. The equipment pool includes portable media projectors, notebook computers, set-up tables, projection screens, DVD players and small speaker sets. All requests for media equipment should be made through the ITS HelpDesk. ITS will work to meet all reasonable requests, subject to equipment and personnel availability.

An advance notice of three days is required for media equipment loans, setups and teardowns that occur during normal Helpdesk operation hours (Sunday, 5-9pm; Monday through Thursday, 8am-9pm; Friday, 8am-5pm). If less than three days' notice is received, ITS will attempt to provide equipment loan, setup and teardown services, but will not be able to ensure standard quality of service.

An advance notice of one week is required for media services that include the need for skilled IT staff to be present, including setups and teardowns that occur outside of normal Helpdesk operation hours. At its discretion ITS will provide either a professional staff member or a trained student employee. If less than one week's notice is received, ITS will attempt to provide full media services, but will not be able to ensure standard quality of service.

Employees and/or their departments assume full responsibility for borrowed equipment during the loan period. Employees may request media equipment loans on behalf of a student for academic purposes. The employee and the student assume full responsibility for the equipment during the loan period. Likewise, employees who advise student organizations may request loans on behalf of the organization for academic purposes. The employee and the organization assume full responsibility for the equipment during the loan period. ITS is responsible for all maintenance and repair costs resulting from normal use of equipment. Repair and replacement costs resulting from negligence, equipment theft, loss, or misuse may be charged to the employee's department or office, or the student organization.