



The Technology Resource Center-Media Center provides technology development, software and hardware equipment training during hours of operation, and audio / visual equipment on a loan basis by submitting request by phone (405) 974-5595 or in person 100 N. University Dr. Edmond, Ok 73034 Administration Building RM 101, or by emailing the Media Center Specialist at [jmata@ucok.edu](mailto:jmata@ucok.edu). Most services are provided free of charge to faculty, staff, and student organizations. There is no charge for the use of any university-owned equipment; loaned equipment is expected to be treated with the utmost responsibility and care. Equipment loans are a privilege, not a right. Other than normally expected wear and tear, faculty, staff, and student organizations will be held responsible for any lost or damaged equipment.

In order to checkout Media Center A/V equipment, each borrower must sign a copy of the Loan Agreement. All forms, along with the policies stated below, may be downloaded from the OIT Media Center website.

Borrowers are expected to be aware of the replacement value of any piece of equipment checked out. A valid UCO I.D. must be presented prior to borrowing equipment, along with the signed loan agreement form. Equipment will only be checked in and out at the OIT Media Center when staff is present.

The following OIT Media Center policies and procedures should be read carefully and understood before using the facility, or checking out equipment.

**I. Loan of Equipment:**

- To qualify for equipment loan, borrowers must demonstrate operational knowledge, after mini-training sessions are provided by Media Center Specialist.
- Equipment will be available for loan to students who have been approved by an authorized organization sponsor. Do not attempt to reserve equipment without appropriate approval.
- When equipment is checked out. A copy of the form will be provided upon request.
- Borrowers will be held totally responsible for all equipment checked out to them when they sign the loan agreement. It is understood that all such equipment shall be returned to the Media Center in the same proper working condition as it was issued.
  - It is the borrower's responsibility to accept only equipment in proper working condition from the Media Center. Check the parts and contents of the package before leaving the Media Center.
  - Should equipment become faulty for any reason while in the borrower's hands, absolutely no attempt should be made by the borrower (or anyone else) to repair it. If faulty, return the equipment immediately to the Media Center.
  - Under no circumstances should any equipment in the borrower's charge be loaned to any other person. All equipment transfers must be handled through the Media Center, even to the next user in line; borrowers could wind up paying dearly for someone else's carelessness.

- It is the borrower's responsibility to be aware of the Media Center's schedule by checking on-line hours of operation. Equipment may be checked in earlier than the return time and borrower may pick up reserved equipment earlier than the reserved time, if the equipment is available.
- Equipment sign-out privileges may be revoked at any time without warning due to careless handling of equipment, repeated lateness, or abuse of Media Center policy. For example: unattended equipment is considered careless handling.

II. **Reservation of Equipment:** Pre-approved/long term projects may be given special consideration by email request to the Media Center Specialist.

- Submit request form, or email request to the Media Center Specialist at jmata@ucok.edu no less than one week (7 calendar days) in advance of requested reservation date.
- Thirty minutes before closing, all reservations not yet claimed are void. This is to give the Media Center staff time to complete check out procedure prior to closing.

III. **Terms of Equipment Loan:**

- All equipment may be signed out for a maximum of three (3) days, unless prior arrangements are made for extended use (ex: attending conference for one week) by the Media Center Specialist.
- Equipment must be returned and checked before a renewal of the loan may be made.
- Reservations for extended periods or holidays will be considered by request to the Media Center Specialist. Falsified or misrepresentation of special permission will result in immediate revocation of Media Center privileges.

IV. **Lost or Damaged Equipment:**

- The borrower is responsible for returning all equipment received in the same condition as when received.
- The borrower will be responsible to pay the cost of replacement of any equipment not returned, or equipment returned which is damaged beyond repair.
- The borrower will be responsible to pay the repair cost (not to exceed the replacement cost) of any equipment which is returned in damaged condition.
- Failure to pay, as required, may result in loss of privileges and benefits

V. **Penalties:**

Responsibility for lost, late, damaged, or stolen equipment is outlined above.

- Failure to pay fines will result in a hold on reserve/checkout privileges, until fines are paid in full.
- It is essential that equipment be returned to the Media Center on time. Late fines will be enforced. If you are late AND someone needs the equipment, you will be fined.
- Any abuse or disregard for the above policies will result in suspension of use of the Media Center for the rest of the current semester. Access may be reinstated the following semester through formal application to the Media Center Specialist.
- There is a five (5) dollar late fee per day, per capital item, (cameras, recorders, tripods, microphones, cables, etc.) for all checkouts which exceed the check-in time. Phone calls should be made during Media Center hours only.

VI. **Hard Drive Storage:**

Media Center PCs and laptop hard drives are available for short-term projects only.

- At the end of the session, or loan time, all files must be copied onto removable storage devices and then removed from the hard drive.
- Borrowers who have long-term storage projects needs may submit request to the Media Center Specialist and ask for extended-use.
- The Media Center does not back up files on Media Center computers and will not guarantee the security of any files left on the hard drives.
- Reservations can be made on-line, or emailing the Media Center Specialist to work on specific Media Center computers (PC or MAC) at specific times.
- Priority will be given to those who currently have pre-approved projects on the hard drive of a specific computer.

VII. **Training Room Reservation:** Advanced video, audio, group, and training rooms are available for use by faculty, staff, and student organizations. Email your request to the Media Center Specialist at [jmata@ucok.edu](mailto:jmata@ucok.edu) no less than one week (7 calendar days) in advance of requested reservation date. Request the specific time of day you will be using the Video Conferencing Room (ADM 101B - 10 seats), or the PC Training Lab ADM 101A - 22 seats).

- If you work past your scheduled time and someone needs the room or equipment, you will be fined.
- Reserving time commits you to that block. You may come and go as you please, but use the time wisely. No-shows are considered abuse of policy. Cancellations must be made within a 24 hour time frame by calling the Media Center during hours of operation.
- You are required to check in and out of the room by contacting the Media Center Specialist before and after use. Reporting of and responsibility for any problems, damage or unacceptable messes, is required for all work areas.
- Storing personal project materials in the training rooms is not recommended, but if a borrower must do this, s/he must label the discs, tapes, etc., with a name and date to avoid having it removed. The Training Resource Center will not be responsible for personal items lost or stolen.

University of Central Oklahoma  
Technology Resource Center- Media Center  
100 N. University Drive, ADM 101 Box 114  
Edmond, Oklahoma 73034  
<http://technology.ucok.edu/trc/mediacenter.html>  
405-974-5588