

# Permanent Faculty (tenure, tenure track) Equipment Use

Please keep in mind that the primary mission of the Equipment Check-out is to supply equipment to qualified students enrolled in RTF production courses to enable them to complete their coursework.

## Unallocated Equipment:

STUDENTS HAVE PRIORITY FOR ALL EQUIPMENT. Equipment Check-out staff reserves the right to "bump" your reservation. The Equipment Check-out staff will advise you as soon as possible if a "bump" is imminent.

During your faculty appointment in the Production Area of the Department of Radio-Television-Film you may have access to unallocated equipment. Rules regarding use, insurance, maximum term of check-out, etc. are written for both students and faculty and apply non-exclusively.

PLEASE NOTE: During periods that faculty are not appointed, equipment access is not available.

## Allocated Equipment:

Use of equipment that is specifically allocated to courses requires permission by the faculty member whose allocation it would be drawn from, and your access to it would be contingent upon no other student requesting the equipment during the same time period.

In other words, the students of that class to whom the equipment has been allocated retain a first priority status. If you use equipment that has been allocated to a course, Equipment Check-out staff reserves the right to "bump" your reservation. The Equipment Check-out staff will advise you as soon as possible if a "bump" is imminent.

Since this is a time-consuming process, please secure permission from your fellow faculty in a timely fashion and be certain they forward their permission to Equipment Checkout.

PLEASE NOTE: During Fall and Spring terms almost all video and most sound/lighting equipment is completely allocated.

All check-outs now require the following certification:

I certify that this equipment request does not create a conflict of interest with my University responsibilities and is consistent with all applicable University rules and regulations.