



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

CR-6 Media Services Equipment Check-out

APPROVED: March 28, 1978 **REVISED:** March 1, 2019
Year of last review: 2021
AUTHORIZING BOARD POLICY: CR

Classification: Administrative

Vice President or Associate Vice President: Vice President of Information Technology

Designated Contact: Vice President of Information Technology

OBJECTIVE: To provide guidelines for check-out of media services equipment.

PROCEDURE:

- I. All faculty*, administrative, professional support, and classified staff presenting a valid El Paso County Community College District identification number are eligible to check out media equipment for on-campus, District-related uses.
 - A. It is the requestor's responsibility to ensure that the equipment is secured and returned on the agreed date and time, and to report equipment malfunctions to the Media Services Center.
 - B. Media equipment checked out from any Media Services Center must be returned to the same location.
- II. Media equipment may be checked out from any Media Services Center. An *Equipment Request Form* must be filled out and submitted to the Media Services Center with an advance notice of 24 hours. *Equipment Request Forms* can be submitted via telephone, fax, and email. The requestor can pick up and return equipment if the equipment is available.
- III. Media equipment may be checked out for off-campus, District-related events hosted by El Paso Community College with an advance notice of 72 hours.
 - A. For conferences or special workshops, equipment can be checked out for District-related, off-campus events.
 - B. Requests for off-campus, District-related use must be approved by the Media Services Center budget head.
 - C. Requestor may arrange for Media Services Center to transport equipment.
- IV. Equipment loans that are more than 24 hours overdue will be referred to the borrower's supervisor for appropriate follow-up. If the equipment is not recovered, the Media Services Center will file an *Incident Report* with the Police Department.

* **Note:** The word “faculty” denotes instructors, counselors and librarians.