

VISUAL ARTS EQUIPMENT KIOSK - EQUIPMENT LOANING POLICY

1. TERMINOLOGY

This terminology will be continuously used throughout this document:

- **VAEK:** Visual Arts Equipment Kiosk
- **VISA:** Department of Visual Arts
- **VISA courses:** Courses offered by or cross-listed with VISA
- **MIWSFPA:** Marilyn I. Walker School of Fine and Performing Arts
- **Kiosk Staff:** Refers to the composition of the Kiosk staff team (See Section 3: Kiosk Staff for more details)
- **Borrower(s):** Refers to the members of the Brock community with borrowing privileges (see Section 6: Borrower Eligibility for more details)

2. OVERVIEW

- The VAEK aims to circulate a variety of professional audiovisual equipment and accessories that support the pedagogical opportunities of eligible Borrowers.
- Priority is given to academic use of the equipment.
- The VAEK is located in MWS 229C in the MIWSFPA and is accessible through the hallway gate outside of MWS 229.

3. KIOSK STAFF

- The Kiosk Staff is comprised by Student Assistants and the Media Resource Coordinator.
- Student Assistants are responsible for conducting the daily operations of the VAEK. This includes helping Borrowers with the equipment circulation processes by signing equipment in and out; providing equipment support; and reporting any issues to the Media Resource Coordinator.
- The Media Resource Coordinator oversees the daily operations of the VAEK. This includes helping Borrowers with the equipment circulation processes by signing equipment in and out; providing equipment support; maintaining, repairing and replacing equipment; training Borrowers on the appropriate use of equipment; providing technical support to Borrowers; and assessing responsibility and cost for the repair or replacement of damaged or lost equipment.

4. VAEK PROCEDURES & RESPONSIBILITIES

- Kiosk Staff aims to circulate equipment fairly.
- Hours of operation for the Fall and Winter terms are Monday through Friday from 10:00 a.m. to 2:00 p.m., and 4:00 p.m. to 8:00 p.m.; and Saturday from 1:00 p.m. to 5:00 p.m.
 - Hours of operation may change to accommodate staff availability. If so, hours of operation will be shared as needed.
- The VAEK is closed during the Spring and Summer terms. Access to the equipment is limited and only on an *ad hoc* basis, with the permission of the Media Resource Coordinator.
- Hours of operation will be reduced and/or cancelled during vacation breaks, and statutory and university holidays, as necessary. Reduced hours will be posted in advance, whenever possible.
- Kiosk Staff aims to have all equipment ready to use. However, the VAEK is unable to guarantee that all equipment is in *perfect* working order. It is the responsibility of the borrower to test the equipment upon issuance. Borrowers are expected to report any equipment issues to trigger troubleshooting and maintenance processes.
- Kiosk Staff will perform a visual check of the equipment borrowed upon signing the equipment out and when loaned equipment is returned.
- All VAEK correspondence for students, faculty and staff is sent to a Brock University e-mail address.

5. ONLINE REQUESTS

- Equipment requests can also be submitted using the online form located at:
<https://www.brocku.ca/miwsfpa/visual-arts/programs/visual-arts-facilities/equipment-request-form/>

- Online requests will only be fulfilled Monday through Friday and will be available for pick up 24 business hours after submitting the request.
- Items requested using the online form will be available for pick up at the VAEK during hours of operation.
- Requests submitted on Fridays, weekend days, or immediately prior or during a statutory (or university) holiday, will be fulfilled on the following business weekday.
- Borrowers will be notified via e-mail when online requests have been fulfilled and are available to be picked up.

6. BORROWER ELIGIBILITY

- Eligible Borrowers include students enrolled in VISA courses; VISA faculty and PT instructors; and VISA staff.
- Borrowers must sign the EQUIPMENT LOANING POLICY AGREEMENT on an annual basis to renew loaning privileges for the current academic year.
- Upon signing the agreement, borrowers will receive a VAEK membership sticker that will be stuck onto their Brock ID cards.

7. BORROWER RESPONSIBILITIES

- Access to professional equipment is a privilege provided by VISA so that eligible Borrowers can complete projects in VISA courses and professional practices. In return, Borrowers are expected to treat the equipment responsibly and with respect, as if it were their own.
- Borrowers must present their Brock ID card at the VAEK in order to borrow equipment.
- Borrowers are responsible for any equipment signed out in their names and will be charged overdue fines, and replacement and processing costs for damaged, lost or stolen items.
- The VAEK is not responsible for any damage to the borrower's hardware that might be caused by items borrowed from the VAEK.
- Where applicable, Borrowers are responsible for purchasing batteries during a loan period.
- Borrowers are responsible of saving their media files prior to returning the equipment. Where applicable, all data will be erased.
- Borrowers may be asked to provide permission from instructors when borrowing any equipment that requires additional training.
- Borrowers can only borrow equipment while their account is in good standing. Owed fines, improper use of equipment, or abuse of privileges may negatively affect the status of a borrower's account.
- Borrowers with accounts in bad standing will not be able to borrow any equipment. Loaning overrides can only be applied at the discretion of the Media Resource Coordinator.
- Any special requests must be submitted to the Media Resource Coordinator.

8. EQUIPMENT LOAN PERIODS

- Equipment can only be loaned out for a maximum of 7 days.
- Equipment due on a holiday must be returned on the following business day.
- Equipment loaned out as a course requirement must be returned by the last date of the respective academic term. Overdue fines and academic consequences will apply as of that date.
- Extended loans may be requested by submitting a proposal. Proposals will be reviewed and processed by the Media Resource Coordinator.

9. EQUIPMENT QUANTITY LIMITS

- Borrowers can loan out a maximum of five (5) items/kits during one loan period.
- Borrowers can loan out a maximum of one (1) camera (analog/digital photo; or video) during one loan period.
- Borrowers can loan out a maximum of one (1) additional lens or lens kit (analog/digital photo; or video) during one loan period.
- Borrowers can loan out a maximum of one (1) microphone during one loan period.
- Borrowers can loan out a maximum of one (1) projector during one loan period.

- Borrowing equipment above the quantity limit (5 items per loan period), or above the individual item limit, may be requested by submitting a proposal. Proposals will be reviewed and processed by the Media Resource Coordinator. In some cases, students may be asked to obtain equipment insurance (see Section 16: Equipment Insurance)

10. EQUIPMENT HOLDS

- Borrowers can place a hold on checked-out equipment by submitting a request through to the Media Resource Coordinator.
- Requested equipment will be recalled and made available to be picked up when returned.

11. EQUIPMENT RETURNS

- Borrowers will return all equipment in person to the VAEK by the due date, during hours of operation.
- Kiosk Staff will proceed with a visual check of the equipment upon receiving it, prior to signing in the equipment. Borrowers should relate any equipment issues at this time, or via email.
- Kiosk Staff will follow up with a thorough check of the equipment and will perform a factory reset, where applicable.
- If an issue is identified during the return process, Kiosk Staff may create an Equipment Report. The last borrower will be asked to share their experience with the item. All issues will be escalated to the Media Resource Coordinator for a resolution.
- Borrowers are expected to notify the Media Resource Coordinator if unavoidable circumstances arise, making it impossible to return equipment by the due date. This will allow for the Media Resource Coordinator to plan around these circumstances and make alternate plans, should there be a need for the overdue equipment.

12. EQUIPMENT RENEWALS

- Borrowers can renew equipment if it is not in demand.
- Borrowers must show up in person, with the equipment in hand. Kiosk Staff will perform a visual check of the equipment and proceed with the renewal process.
- Renewals will be subject to equipment holds.
- Failure to coordinate renewals will deem the item(s) as overdue and will incur overdue fines.

13. OVERDUE FINES

- Overdue fines are \$10.00 per day per item.
- Overdue fines will accrue for 7 days past the due date, at which point, the item will be automatically marked as lost (see Section 14: Damaged, Lost or Stolen Equipment for further information).
- Borrowers who fail to return borrowed items will be unable to borrow other equipment or book the Digital Media Lab until overdue fines or repair/replacement fees are paid off.
- Failure to return items and/or pay off overdue fines will result on a block placed on the student self-serve account, which could impact transcript requests, and receipt of a diploma.
- Lack of knowledge of loan policies, failure to note due dates, failure to renew items on time, or failure to receive Library notifications are not acceptable reasons for waiving overdue charges.
- Overdue fines must be paid directly in cash to Media Resource Coordinator (MWS 229B).
- Only the Media Resource Coordinator can reduce or waive financial penalties.

14. DAMAGED, LOST OR STOLEN EQUIPMENT

- When reporting damaged or lost items, Kiosk Staff will complete an Equipment Report (ER) in which the borrower's information and the equipment issue will be recorded.
- If the equipment is lost or stolen on Brock property, the borrower must report the loss to Campus Security Services.
- If the equipment is lost or stolen off Brock property, the borrower must report the loss to the Niagara Regional Police and submit a copy of the report to the Media Resource Coordinator.
- ER's will be reviewed by the Media Resource Coordinator, who in collaboration with the VISA Chair will determine any further action.

- Where deemed applicable, repair and/or replacement costs will be billed to the borrower and will be considered as a fine.
- Repair or replacement fines will be calculated on a case-by-case scenario and will be submitted to Financial Services to secure payment.
- Failure to return items and/or pay off repair/replacement fees will result on a block placed on the student self-serve account, which could impact transcript requests, and receipt of a diploma.

15. RESERVED EQUIPMENT

- Some equipment is reserved for dedicated courses, where the equipment is crucial to the pedagogical delivery of the material discussed, as well as essential for the realization of the learning objectives.
- Only those students enrolled in specified courses will have access to the reserved equipment.

16. EQUIPMENT INSURANCE

Borrowers have access to professional equipment on a regular basis through the VAEK. This equipment provides unique opportunities to produce professional work in a very competitive industry. In other words, Borrowers have access to equipment that they would likely be unable to purchase on their own. On this note, every time a piece of equipment is loaned out, Borrowers agree to take full liability in the event of loss, theft or damage. While some items are inexpensive, other items may cost thousands of dollars, and could result in a financial and academic burden. While not mandatory for regular loan periods or loan quantities, the Media Resource Coordinator recommends getting a Certificate of Insurance when borrowing expensive items. Certificates of Insurance are fairly inexpensive when compared to high repair or replacement costs. Insurance Companies like Front Row Insurance Brokers (frontrowinsurance.com) offer economically feasible plans that can cover any costs related to equipment repair and replacement fees. In special cases, the Media Resource Coordinator may demand a Certificate of Insurance before approving the request. Borrowers are encouraged to also review other insurance options.

17. LIABILITY INSURANCE

On Site Insurance

Brock University's liability insurance policy will protect Borrowers working on academic projects anywhere within the Brock University campus.

Off Site Insurance

Brock University's liability insurance policy will protect Borrowers working on academic projects outside of the Brock campus, as long as this can be proved. In these cases, Borrowers will not be held financially accountable as Brock's insurance policy would cover any related costs regarding health emergencies, accidental property damage or legal issues. In some cases, Borrowers may also be asked to produce a Certificate of Insurance before accessing a venue or space. If so, the university's insurance policy will also cover these requests. This policy does not cover damage, lost or theft of borrowed equipment.

Note

Negligence is not an excuse and it may have terrible consequences. All Borrowers are asked to anticipate any issues where possible, and to act responsibly and promptly when dealing with problems. Borrowers may (and are encouraged to) contact the Media Resource Coordinator for support whenever needed.

For more information regarding insurance processes, please contact besafe@brocku.ca or ext. 7233.

Contact

visakiosk@brocku.ca