

<b>RADFORD</b> <b>UNIVERSITY</b> <hr/> School of Communication	School of Communication Equipment Checkout Office	
	Equipment Checkout	Effective Date
	Desktop Procedures	January 1, 2017
	Based on Radford University Policies	Revised March 18, 2021

### Purpose

The purpose of this procedure is to establish the requirements and guidelines for the distribution and maintenance of School of Communication audio/visual equipment that is loaned to students under the School of Communication.

### Procedure

- A. A student wishing to checkout audio/visual equipment from the School of Communication (hereafter “School”) **must** be a major in the School or actively enrolled in a School class that requires use of the equipment. The student must sign a contract at the beginning of the academic term that outlines their rights and responsibilities regarding this equipment. (**Appendix I**)
- B. All School equipment is stored in a locked room until it is reserved, and is then put in the School of Communication Checkout Office (hereafter “Office”), which is staffed by student workers under the supervision of the Technology Specialist and/or the School Administrative Assistant. This Office is open from 8:00 am to 7:00 pm Monday through Thursday, and from 8:00 am to 5:30pm on Friday.
- C. The School will loan equipment/kits out for 4-hour periods during operating hours. The student must allow enough time for student worker approval of the equipment and enough time to correct any problems when returning the equipment. All equipment is available for overnight checkout if the requested equipment is available. Overnight checkouts Monday through Thursday cannot be picked up until 6:00 pm and are due back the following day at 8:00 am. Weekend checkouts require permission from the School Administrative Assistant or IT Support Tech. If weekend checkout is allowed the equipment must be returned at 8:00 am on the following Monday.
- D. The student workers are responsible for ensuring that all equipment kits and pieces of equipment are complete and in good working order before a student checks them out. The worker will scan the students’ Radford University ID and the out-going equipment/kit to add them to the checkout management system. Equipment/kits must be returned to the Office in the same condition that they went out, within the allotted time. When equipment/kits are returned, a student worker will ensure that the equipment is in the same condition as when checked out and complete, and only then will the student’s name be removed from the checkout management system. Student workers have no authority to overlook or excuse problems or missing/broken items and are required to document any problems.

- E.** If a student returns with an incomplete kit, whether items are missing or broken, the School will hold the student responsible for the replacement of the item(s). There is a price list in the Office of original cost of all equipment at the start of the semester. (Appendix II) The student will be responsible for paying the depreciated cost of the broken/missing item/kit.
- F.** Students with reservations will take precedence over students who walk-in and request equipment. Students can make reservations in person at the Office, through email at [equipcheck@radford.edu](mailto:equipcheck@radford.edu) or by phone-540-831-6035.
- G.** When a student returns equipment/kits late, the School will levy a fine of \$5.00 per piece of equipment/kit for each 4-hour period during Office operating hours until the equipment is returned. If the equipment/kit is not returned within 72 hours the equipment/kit will be presumed lost or stolen and the replacement cost of all this equipment will be added to the students account (Appendix II). Any late fees already paid will be removed from the depreciated replacement cost.
- H.** In addition to late fines or replacement of equipment, the School will revoke checkout privileges for the offending student. A first offense will generate a written warning. A second offense will result in revocation of checkout privileges for one week from the return of the equipment/kit. A third offense will result in the total inability of the student to checkout any A/V equipment for the remainder of their time at the University.
- I.** Students can pay late fines and equipment replacement fees in CHBS 2107 with cash or check between 8:00 am and 4:00 pm. At this time, credit/debit cards are not accepted. The School may be able to establish a payment plan with the student if so requested.
- J.** There is no grace period for late fines. If there are circumstances that were out of the students' control, we will consider a waiver of the fine. The only people that are able to decide what an acceptable circumstance is will be the Technology Specialist or the School Administrative Assistant.
- K.** Any dispute regarding late fines, replacement costs or conduct of student workers will be addressed by the Technology Specialist or the School Administrative Assistant.

# RADFORD UNIVERSITY

School of Communication

## Equipment Checkout Agreement

Name of Student: \_\_\_\_\_

Email of Student: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Course: \_\_\_\_\_

By submitting this form, I agree to adhere to the rules posted on the Equipment Checkout web page and in the Equipment Checkout Office, for the use of Radford University School of Communication field and lab assets. I acknowledge that the equipment can only be used for the completion of assignments as defined by my instructor or for projects approved by the Director of the School of Communication, or the Technology Specialist.

I understand that I will be required to show my Radford University student ID and agree to scan this student ID in order to check out equipment, and that I must allot sufficient time to ensure that equipment kits are returned in the same condition as they were received and on time. I acknowledge that I can be disciplined for my or another individual's unauthorized use of any and all Radford University equipment checked out in my name, or used by me in the lab, and that discipline can include fines, replacement of equipment, restriction from use of the equipment, or other sanctions laid out in the Radford University Student Handbook.

I further acknowledge that I am responsible for the physical condition and security of all School of Communication equipment checked out in my name. I understand that failure to return equipment on time will result in late fees. Failure to pay those fees will result in a hold on my Radford University account and my immediate suspension from check out privileges.

Failure to return the equipment in the same condition as it was received, ie. broken, missing pieces, etc. will result in suspension of checkout privileges and financial compensation to the School of Communication for any necessary repair or replacement of the equipment as defined in the Kit Replacement Cost document posted both online and in the Equipment Checkout office. The damaged equipment will remain in the possession of Radford University for disposal according to the Radford University *Surplus Property Management Policy*.

I understand that it is my responsibility to inspect the equipment before I take it into the field and report any damages or missing pieces to the Checkout Office immediately.

I also understand that it is my responsibility to report stolen/lost equipment immediately to campus police as well as city police. I will then provide the Technology Specialist with copies of those police reports.

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I understand that this form represents my informed consent to follow all policies and procedures posted, provided electronically, or given verbally concerning the use of Radford University School of Communication field and lab assets, and that I may contact the Technology Specialist by email at [jaenning@radford.edu](mailto:jaenning@radford.edu) if I have further questions.

I acknowledge that I have read the above terms of the Radford University School of Communication equipment checkout contract and agree to comply with them.

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Signature

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Date

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## SCHOOL OF COMMUNICATION-EQUIPMENT CHECKOUT PERIODS

<b>Equipment</b>	<b>Checkout period</b>
JVC Kits	4 Hours
XA-10 Kits	4 Hours
LED Lighting Kits	4 Hours
Halogen Lighting Kits	4 Hours
Canon DSLR Kits	4 Hours
iPad Minis	4 Hours
Marantz Kits	2 Hours
Tascam Kits	2 Hours

**Appendix III  
Equipment Replacement Costs**

<b>Equipment</b>	<b>Cost to replace</b>
<b>JVC KITS</b>	<b>\$1,670</b>
JVC GY-HM170UA *	\$1295.00
EV N/D767a	\$80.00
EV TXA adapter	\$55.00
EV OLM-10	\$65.00
25' XLR Cable	\$60.00
JVC QAN0067-003 Microphone	\$100.00
DC Power supply	\$15.00
<b>XA-10 KITS</b>	<b>\$1,680.00</b>
Canon XA-10 *	\$1,300.00
EV N/D767a	\$80.00
EV TXA adapter	\$55.00
EV OLM-10	\$65.00
25' XLR Cable	\$60.00
JVC QAN0067-003 Microphone	\$100.00
DC Charger	\$20.00
<b>MARANTZ KITS</b>	<b>\$755.00</b>
Marantz PMD661 *	\$550.00
EV N/D767a	\$80.00
EV TXA adapter	\$55.00
EV OLM-10	\$65.00
1.5' XLR Cable	\$5.00
<b>TASCAM KITS</b>	<b>\$505.00</b>
Tascam DR-100MKII *	\$300.00
EV N/D767a	\$80.00
EV TXA adapter	\$55.00
EV OLM-10	\$65.00
1.5' XLR Cable	\$5.00

<b>iPAD MINI KITS</b>	<b>\$375.00</b>
iPad Mini *	\$270.00
UAG Protective Case	\$40.00
Square Jellyfish	\$15.00
Polisen LAV Microphone	\$50.00

<b>LED LIGHTING KITS *</b>	<b>\$750.00</b>
Fotodiox LED-312DS Bi-Color Dimmable Color Adjustable LED Photo Video Light Kit, Includes 2x Sony NP Battery, Collapsible Barndoors, Worldwide 100-240VAC Adapter, Slide-In Diffusion Panel	\$200.00
Fotodiox LED-312DS Bi-Color Dimmable Color Adjustable LED Photo Video Light Kit, Includes 2x Sony NP Battery, Collapsible Barndoors, Worldwide 100-240VAC Adapter, Slide-In Diffusion Panel	\$200.00
Fotodiox LED-508A Daylight Dimmable Photo/Video LED Light Kit with Barndoor, Includes 2x NP-F750 Batteries, Light Stand Mounting Bracket, Removable Diffusion Panel	\$290.00
Impact Light Stand, Black (6')	\$20.00
Impact Light Stand, Black (6')	\$20.00
Impact Light Stand, Black (6')	\$20.00
Canon 5d	\$2,800.00
Panasonic Lumix GH4	\$1,200.00

**\* This item is subject to straight-line depreciation over a 4-year period to a designated salvage cost.**