

Equipment Room Procedures and Expectations

Fall 2020

Below is the list of procedures and the expectations that all students will be responsible for knowing when receiving or returning equipment from the SMJ Equipment Room. Please reach out to the Engineers if you have any concerns regarding these procedures. For questions regarding covid preparations please refer to the Covid Production Protocols found here.

<https://www.astate.edu/college/liberal-arts/departments/media/files/CovidProductionProtocols.pdf>

Prior to Checkout

- Instructors must submit your name to the Engineers for checkout approval. ○ Attendants will not be able to help you if your name is not in the database
- Bring your own campus ID card and present the card when you check out.
- Plan what equipment you will require for your shoot prior to arriving at the checkout room door.

Checkout Procedures

Standard checkout length is 24 hours or the next posted day in case of weekends or holidays. In the case that an extended checkout is needed, talk to the instructor that it is being used for. Once they send engineers an email detailing specific equipment requested, specific dates needed, and reason for the extension, then you will be able to check it out for the requested time.

- Double check all equipment to find missing or broken pieces.
 - Make sure to mention any missing or broken items to the attendant, and ask for a new complete kit.
- Do Not accept kits that are not fully prepared.
 - You will be responsible for the missing equipment.
- Once all the desired equipment is checked out students will receive an email with a receipt of the transaction.

Check In Procedures

- Return all equipment neatly to their original position in kits as found when checked out.
- Double check and remove all personal belongings. (SD cards, phone chargers, trash) ○ SMJ is not responsible for any lost items that are left in kits
- Provide your name as the person that checked equipment out.
- The attendant will verify that all equipment is present and visually undamaged.
- You will receive an email stating the equipment was returned.

Expectations

- Equipment must be returned the next day unless an extended checkout form has been filed.
- For each day that equipment is late, fees will begin to be placed on the Student's Account.
- Returned equipment needs to be in the same shape as checked out.
- Students need to report any new damages to equipment.
- Students are expected to use equipment for School and Portfolio use only. ● Selling, Renting, or Pawning equipment is considered theft and will result in police action. ● Do Not leave checked out equipment laying around in public spaces or in cars overnight. ● Students are responsible for lost or stolen equipment checked out in their name.
 - Report equipment as stolen immediately to local authorities where equipment was stolen.
 - After reporting the equipment as stolen immediately report the information to an Engineer, Faculty, or Staff member.

For instance if you find your equipment was stolen from your apartment off campus but still in Jonesboro you will call JPD.

If you live in a dorm and your equipment was stolen from your room, call UPD.

If your car was broken into in Memphis call Memphis PD.

Then call an Engineer directly.

Jonesboro Police Department: (870) 935-5551

University Police Department: (870) 972-2093

Memphis Police Department: (901) 545-2677

Engineer phones: (870) 972-2687 / (870) 972-2277

Late Return Policy

- Each student is allowed a one time, one day, grace day per semester (automatically applied on first offence).
- Once the grace day has been used students will be fined as follows for each day late.
 - \$30- per kit checked out
 - \$5- per item outside of the kit

For example: If you check out (1) XA30 kit, (1) Tripod, (2) Batteries.

1 Day late: Grace day, if you still have it, if not \$45

2 Days late: \$90

3 Days late: \$135

Etc.

- Fines will continue to accrue until the equipment is returned or the cost of the replacement of new, current day equipment is met.
- Equipment still must be returned even after the cost of equipment is met.

Equipment Room Hours

- Equipment Room hours will be posted on the sign outside the room as well as the ASU-TV webpage. <https://www.asutv.com/>