

Center for Educational Technology Policy for Multi-media Equipment Request by Student Organizations

The following procedures are for Student Organizations and Clubs requesting multi-media equipment from the Center for Educational Technology (CET), also known as the Media Center:

1. Because CET equipment is used primarily for academic purposes, classes have first priority.
2. **All** requests should be made at **least one week in advance**. The CET cannot guarantee equipment for last minute requests. Also, requests should be made before contacting the Special Events Office.
3. When contacting the CET, be prepared to give the following information:
 - a) Name, date, and time of event.
 - b) Equipment requested for event. If you are not sure what equipment is needed for your event, let us know what you need to do. We will inform you if we can fulfill the requirements necessary.
 - c) On the day of event, will you pickup the equipment from the CET, or have the CET do the setup.
 - d) Who will take full responsibility for equipment? This will require an advisor, faculty, or staff member to give verification on or sign our **Equipment Loan Form** at the time the equipment is picked up, or when the CET delivers it.
 - e) In situations when the CET cannot pickup equipment until the following day, will the equipment be secured overnight, or taken to a secure location?
4. An advisor, faculty, or staff member must contact the CET to verify that a student or organization is using equipment for an event.
5. Only advisors, faculty, or staff can reserve **high demand equipment** (i.e., laptop computers, LCD projectors, camcorders) from the CET. You can pickup a camcorder once verification is given.
6. With few exceptions (i.e., laptop computer, LCD projector), you are prohibited from taking multi-media equipment out of state.

The Center for Educational Technology is located in the Lower Level of the Library. You can contact our Service Desk at ext. 5360.