

School of Communication & Journalism

Equipment Checkout Procedures

Equipment checkout is located in the School of Communication & Journalism main office in Buzzard 2521, during the fall and spring semesters, Monday through Friday from 8:00 a.m. to 4:30 p.m.

To check out equipment, you must be a Journalism or Communication Studies major, or an EIU student currently enrolled in an A/V equipment fee-supported Communication Studies or Journalism class.

Equipment may only be used for an assignment in a class or a departmental-sponsored activity. Any other use of equipment must be approved by the School of Communication & Journalism Chair.

1. You **MUST** have your Panther Card to pick up equipment. **No Panther Card, no equipment.**
2. The equipment must be in your possession the entire time you have it checked out. We will not allow anyone to check out equipment in another student's name or return equipment on behalf of another student who checked it out.
3. Students may check out equipment in up to six (6) hour increments. If your six-hour time period extends past our hours of operation, equipment is due back the following business day by 8:00 a.m. For example, a camera checked out at 4:00 p.m. on Friday is due back at 8:00 a.m. on Monday.
4. **Students are responsible for lost, stolen, or damaged equipment.** Repairs or replacement items will be billed to the student's account (no other payment form is accepted). Failure to pay fees will put a hold on your record that may prevent registration and graduation.
5. Students who return equipment late will be charged an hourly late fee per item. Late fee amounts are posted at the equipment checkout counter.
6. Equipment will not be checked out over holidays and breaks without prior approval from the course instructor and the School of Communication & Journalism Chair.
7. Students who do not turn in equipment on time, fail to pick up reserved equipment, damage equipment through negligence or improper use, are abusive to staff, etc., may have their checkout privileges suspended or revoked, may be charged for replacement of damaged or lost equipment, or have other penalties imposed as deemed appropriate by the School of Communication & Journalism Chair. Such penalties will be determined on a case-by-case basis.

Reserving Equipment in Advance

1. Reserving your equipment in advance is the best way to ensure you get what you need. (You may check out equipment without reservations based on availability.) Reservations may be made in person (**Buzzard 2521**) or by phone (**(217) 581-6003**) during office hours.
2. The person making the reservation must check out and return equipment.
3. Students may make more than one reservation at a time. However, if the pattern of reservations becomes abusive or is unfair to other students, some or all of the reservations may be denied.
4. Students who do not appear within 15 minutes of their reservation time forfeit their reservation.
5. Students may not reserve more than one camera at a time without prior approval from the course instructor and the School of Communication & Journalism Chair.

Late Equipment Return

- **If equipment is not returned within 24 hours of time due, an effort will be made to contact the student who borrowed the equipment. If the student cannot be reached, the equipment will be reported to the University Police Department as stolen. Late fees will still apply from the time due until the equipment is returned in full.**