

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. Students can contact the main office at 217-581-6003 about equipment.

Equipment checkout is only available to EIU students 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. Any other use of equipment must be approved by the School of Communication & Journalism Chair.

1. Students MUST have their Panther Card to pick up equipment. No Panther Card, no equipment.
2. The equipment must be in the possession of the student who checked it out the entire time it is 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 the six-hour time period extends past regular hours of operation, equipment is due back the following business day by 9:00 a.m. For example, a camera checked out at 4:00 p.m. on Friday is due back by 9:00 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 the student's record that may prevent registration and graduation.
5. Students who return equipment late will be charged an hourly late fee.
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.
8. If equipment is not returned in a timely manner and staff has communicated to the student about the still-overdue equipment, the unreturned equipment will be reported as stolen to the University Police Department. Late fees will still apply from the time due until the equipment is returned in full.

Requesting Equipment in Advance

1. Requesting equipment in advance is the best way to ensure its availability. (Students may check out equipment without advance request based on availability, but it is HIGHLY RECOMMENDED that equipment is requested as much in advance as possible.)
2. Students enrolled in a fee-supported Communication Studies class use the following request form: <https://www.eiu.edu/cmnpjou/machform/view.php?id=13459>
3. Students enrolled in a fee-supported Journalism class use the following request form: <https://www.eiu.edu/cmnpjou/machform/view.php?id=13806>
4. The person making the reservation must check out and return equipment.
5. 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.
6. Students who do not appear within 15 minutes of their reservation time forfeit their reservation.
7. 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.