

# EQUIPMENT CHECKOUT: "THE WHITE CARD"

*Equipment and facilities are to be used for MEDIA ARTS coursework ONLY.*

## Equipment Protocol

- Use SDXC cards Speed Class V60 or higher for best compatibility.
- **All equipment must be checked in no later than 30 minutes prior to closing time.**
- If you encounter a problem with a computer or equipment, use [helpdesk.mediaarts.unt.edu](mailto:helpdesk.mediaarts.unt.edu) or the helpdesk shortcut on the lab computers' desktops to report it. If we don't know there's a problem, we cannot address it. Help us keep things running.
- Equipment can be reserved by going to [checkout.unt.edu](http://checkout.unt.edu).
- Arrangements for **overnight checkouts must be made at least 24-48 hours in advance** via checkout, plus you must email your instructor for approval. Weekend checkout requests are due by 5:00 p.m. on Friday. If notice is not sent to [MRTEquipment@unt.edu](mailto:MRTEquipment@unt.edu) by your instructor within the specified time frame, the overnight/weekend/extended checkout will not be authorized. **NO EXCEPTIONS.**

**NOTICE:** The Student agrees to retain sole possession of equipment they signed for and neither lend nor give the equipment to any other person for any reason. The student is responsible for returning the equipment by the date/time specified when checking out the gear. Any equipment not returned within two weeks from the checkout date will be charged to the student at fair market value.

## Equipment Room Hours of Operation: \*

Monday - Thursday: 9:00 a.m. - 10:00 p.m.

Friday: 9:00 a.m. - 6:00 p.m.

Saturday - Sunday: 10:00 a.m. - 6:00 p.m.

*\*Lab and equipment room will be closed as posted on holidays. Hours will be scaled back between sessions as posted.*

## Late Returns/Abuse Checkout Policy

Any report of a late equipment return or other violations of departmental procedure relative to the use of equipment or facilities (including unauthorized check out), may affect your final course grade (point deductions are determined by your instructor). Offenders will suffer increasingly stronger penalties and be denied the use of equipment and/or facilities based on the following schedule:

- **1st infraction:** 1 week loss of equipment/facility use; Single Overnights ONLY
- **2nd infraction:** 3 week loss of equipment/facility use; Loss of Overnight Privileges
- **3rd infraction:** Loss of all equipment/facility privileges for the remainder of the semester in all MRTS classes.

The Student is responsible for any loss or damage to the equipment during the time the equipment is checked out in their name, whether or not such damage is caused by the student.

## Important Contact Info

*Equipment Room*

940.565.4123 / [MRTEquipment@unt.edu](mailto:MRTEquipment@unt.edu)

*Editing Lab Front Desk*

940.565.3180