

WESTMINSTER COLLEGE LIBRARY AND INFORMATION SERVICES (LIS) EQUIPMENT LOAN & CIRCULATION POLICIES (as of 8/4/16)

1- REQUEST CATEGORIES & PRIORITIES

- 1-1. **Requests Related to Academic Offerings.** Library and Information Services equipment is, above all, available for Westminster College course-related purposes. This category includes on-campus academic and course-related events as well as certain off-campus events (student teaching, academic conferences, academic competitions, etc.).
 - These requests take precedence over all other types of requests.

- 1-2. **Requests Related to Requisite College Business.** This is defined as “an activity or event essential to the daily operation of the college.” These include, but are not limited to: Faculty meetings, President’s Cabinet meetings, Board of Trustee meetings, Graduate program, Admissions activities, Official department-sanctioned meetings, College Press Conferences, etc.
 - These requests have precedence after course-related requests.

- 1-3. **Requests Related to Non-Requisite College Business.** A *limited* inventory of equipment is available to circulate for certain non-course-related events. These events, in general, are non-academic events for college offices, departments, and student-affiliated/college sponsored groups and clubs which operate under the college budget. Examples include, but are not limited to: athletic events, student affairs/student life events, and alumni events.
 - These requests have tertiary precedence.
 - In the unlikely event that LIS receives a course-related or requisite business request and the equipment inventory is exhausted due to requests for non-requisite events, LIS reserves the right to bump equipment reservations for the non-requisite events.

- 1-4. **Requests from the External Community.** A *limited* inventory of equipment is available to the external community for events that are being held on the Westminster campus, as equipment and personnel allow. This includes, but is not limited to, requests from camps and conferences, fundraising events, and for-profit organizations.
 - Campus computing and “smart” technologies (data/video projectors, document cameras, laptops, iPads, etc.) **may not be requested for non-Westminster, non-academic use.** The organizing group/individual initiating

the contract has the responsibility of providing this specific type of equipment for their presenters.

- These requests have lower precedent than College events.
- In the unlikely event that LIS receives a campus request but the equipment inventory is exhausted due to requests for events organized by non-College groups, LIS reserves the right to cancel equipment reservations for the non-College event.

NOTE: The Westminster College equipment pool is intended to accommodate the above request types and must be used responsibly. The use of this equipment for monetary gain or illegal activity is prohibited.

2- PROCEDURES FOR REQUESTING EQUIPMENT/CHANGING RESERVATIONS

- 2-1. Requests are to be submitted electronically via the online [Equipment Request Form](#), and will be processed in the order they are received. No verbal requests or paper forms will be accepted.
- 2-2. The Equipment Request Form must be completed in its entirety. Non-course related requests require the Event Information section to be filled out completely. Incomplete forms cannot be processed. If assistance is required to complete any part of the form, please contact the LIS Help Desk.
- 2-3. Submitting a request does not guarantee confirmation.
- 2-4. **For events and classes requiring setup**: If the event takes place in multiple rooms, one equipment request **per room** is required.
- 2-5. Advance notice is required for all equipment requests.
 - Requests for Academic, Requisite, and most Non-Requisite events require a minimum advance notice of **two (2) business days***.
 - Requests related to **Student Organization, sorority and fraternity, and academic conference** events require a **ten (10) business day lead time**.
 - Requests for larger conference setups and requests from the external community require a minimum advance notice of **thirty (30) business days**.

*A college business day is Monday thru Friday from 8:00 AM to 4:30 PM Eastern Time. Days when the entire college is closed are not considered business days.

- 2-6. **LIS reserves the right to deny any equipment request** as insufficient lead time, inventory, staffing, resources, and college policy may dictate.

- 2-7. The requestor will receive a confirmation or denial of their request(s) via e-mail at least one business day prior to the event.
- 2-8. In the case of a denied request, LIS provides a list of area agencies where such equipment may be rented or purchased.
- 2-9. Any changes to an Equipment Reservation must be submitted via e-mail to cestechs@westminster.edu. While we will try our best to accommodate changes, we do not guarantee approval of any changes. These changes include, but are not limited to:

- Location
- Setup or pickup time/date
- Strike time/date
- Training time/date
- Type of equipment needed*
- Quantity of equipment needed*
- Cancellations

*In the event that these change requests cannot be met, Classroom and Event Support will still honor the approved request and provide the equipment already approved.

3- LENGTH OF BORROWING PERIODS and EXTENSIONS

- 3-1. Faculty, staff and administration can request equipment for a maximum of **two (2) weeks**, provided that the equipment is available for that duration.
 - 3-1.1. If equipment use is complete prior to the due date, we encourage the requestor to return the equipment as soon as possible to allow others to reserve and use it.
- 3-2. Students can request equipment for a maximum of **one (1) week**, provided that the equipment is available for that duration.
 - 3-2.1. If equipment use is complete prior to the due date, we encourage the requestor to return the equipment as soon as possible to allow others to reserve and use it.
- 3-3. Exceptions can be made on a case by case basis for projects requiring equipment beyond the maximum circulation times. These exceptions are at the discretion of the Classroom and Event Support staff based on inventory, campus needs, the priority of the event (See Section 1) and the frequencies at which the items are requested and circulated.
- 3-4. Extensions must be submitted in writing via e-mail prior to 4 PM **one (1) business day** before the due date of the equipment. (Submission of an extension request does not mean an extension will be granted.)

- 3-5. Only one extension per patron per semester is permissible, unless authorized by the Director of User Services and/or the Classroom and Event Support staff.
- 3-6. Special extended loan periods for capstone/honors students are possible only when a complete, approved list of names has been provided BEFORE the first checkout.
- 3-7. Requesting an extension does not absolve any patron from any current accruing fines or fines previously accumulated.

4- EQUIPMENT PICK-UP AND RETURN

- 4-1. All patrons are responsible for **timely pick-up and return of borrowed equipment**, as well as any damages or losses incurred while equipment is out. (see policy 2-9 if changes are necessary)
 - 4-1-1. **If you are requesting a circulating laptop, you MUST pick it up from the LIS User Services area, regardless of other equipment that has been reserved. This ensures that the laptop is in the right hands and is not left unattended at the event site. It also lessens liability for the requestor, as an unattended laptop could be easily stolen.**
 - 4-2. If another individual is picking up equipment on behalf of the requestor, the requestor must submit a Signature Authorization Form*, located at www.westminster.edu/lis

*LIS will NOT release equipment to anyone other than the requestor unless the Signature Authorization Form is submitted.
 - 4-3. The electronic signature provided on the Equipment Request Form by the patron authorizes LIS and/or Westminster College to contact **that individual** regarding fines, fees, damages, losses and/or overdue notices.
 - 4-4. **LIS does not provide equipment delivery.** Requestors can pick up the equipment from our office location, or request that the equipment is set up and torn down at the event location (see section 5).
 - 4-5. The requestor will incur all responsibilities with the equipment as defined in these policies once the equipment is picked up or set up.
 - 4-6. Fines will be charged for overdue at a rate of \$5 per day.
 - 4-7. Replacement fees will be charged for missing equipment, missing pieces, or damaged returns.
 - User Services will not charge any fees or fines without first informing the requestor(s) in writing.

- Fines/fees must be paid either in cash, a check made payable to Westminster College, or billed to the listed account number on the request form.
- Any user account with an unpaid fee or fine will have an administrative hold placed on the account, freezing all borrowing privileges and suspending any future requests until such time that their account has been settled.
- Repeat offenses of tardy and/or damaged returns will result in suspension of equipment loan privileges.

5- SETUP, STRIKE, AND OTHER EVENT SUPPORT

- 5-1. LIS staff can provide setup and teardown (hereafter referred to as "strike") of equipment **during normal business hours*** for certain campus classes or events on request via the [Equipment Reservation Form](#) in most campus locations.
- 5-1.1. LIS reserves the right to deny setup or strike requests (this does not mean that the equipment request will be denied). This decision is based on staffing, location, amount of equipment requested, whether or not it occurs during business hours and ease of individual setup or strike. If this occurs, the requestor will be asked to pick up and return the equipment at the classroom and event support office or return self-service equipment to its original location at the agreed return date and time.
- 5-1.2. LIS will not set up and tear down laptops. The requestor is responsible for pickup and return of any circulating laptop. (See Policy 4-1-1).
- 5-2. The requestor and/or the equipment user should be present at the time of setup to answer questions and verify that equipment is set up in proper locations and suits his or her needs.
- 5-3. Due to limited staffing and restrictions on hours, **after hour and weekend setup and strike service is not guaranteed**. This service is primarily available for events which require setup beyond the normal amenities of the event space.
- 5-4. If the event falls after hours or on a weekend, the requestor should:
- Arrange to pick up any requested circulating equipment not available in their event space during business hours prior to the after hour or weekend event.
 - Request training on how to set up and tear down the equipment properly, whether it is circulating equipment or self-service equipment, such as the Witherspoon Room technology, cables, etc.
 - Meet all responsibilities as defined in policy 5-5.
- 5-5. **RESPONSIBILITIES:** Upon confirmation of any Equipment Request requiring a setup or strike, Classroom and Event Support staff will be responsible for the following:

- Setting up equipment **during business hours** according to specifications from the patron's submitted equipment request. This will apply unless another event is occurring at the requested business hour setup time or LIS cannot get regular access to the facility (see "Note" below policy 5-7).
 - Testing the equipment to ensure proper operation and functionality.
 - Turning off equipment after testing to conserve resources. If equipment uses battery power or projection lamp hours, with the exception of laptop computers, all units will be powered down after testing.
 - Training the requestor and/or equipment user ***on request*** on how to properly operate and/or set up the equipment on their own during business hours, if the event falls on an evening or weekend.
- The **Requestor** or specified, authorized equipment user(s) is/are responsible for:
- Ensuring that the intent of equipment use does not violate college policies.
 - Picking up and returning any laptops he/she has requested.
 - Requesting training on how to set up, turn on, connect, utilize, and tear down LIS equipment if the event falls after business hours. Training times are available Monday through Friday from 8am until 4:30pm.
 - Putting equipment away carefully and storing it securely when use is complete
 - Knowing what device(s) off campus presenters are planning to bring for presentations and verifying that they work with existing campus systems
 - Accompanying non-Westminster technology users during their event: college policy dictates that a Westminster College staff member must accompany anyone who is not a Westminster College employee and plans to use Westminster College AV or computing resources.
 - Knowing the schedule of events for their space and ensuring that an event setup can be completed during business hours without conflicting another event.
 - Reporting issues to the LIS Help Desk.
 - Security of the equipment from time of setup to the time of strike, including after the event is over, primarily for events occurring or ending after normal business hours. The requestor should alert Classroom and Event Support via e-mail as to the location of the equipment once the event has concluded. (Laptops should ***always be on your person*** and returned to LIS User Services during business hours once the event is complete).

5-6. Due to limited staffing and resources, LIS cannot provide equipment operators for events.

- Training can be provided during normal business hours and can be requested via the Equipment Request Form.
- It is the responsibility of the patron to request training on operation of any unfamiliar LIS-owned technology prior to his or her event.
- If an equipment operator is desired, patrons have the option of contacting students employed through Classroom and Event Support to negotiate an *individual hourly rate* to provide this service outside of their LIS work hours. This is optional and is the patron's responsibility to coordinate times and

locations with the student(s). **However**, the method of payment to compensate the student cannot impact the LIS student's work study monetary allotment. Please contact the college business office controller for acceptable forms of payment to students.

- 5-7. Requestors for "special event" equipment will understand beforehand that there are no "on-call" technicians provided by LIS. Equipment is routinely tested and circulated in working order.
- 5-8. If equipment problems arise, patrons can contact the LIS Help Desk at 724-946-6000 or fill out a trouble report form at www.westminster.edu/lis.
- 5-9. Due to staffing and resources, LIS cannot provide off-campus setup or strike service.

***Note:** LIS cannot provide setup or strike service in locations that are not regularly accessible to student staff members, such as residence halls and fraternity houses. Equipment reserved in these instances must be picked up, set up, torn down, and returned by the organization requesting the equipment. Before the equipment will be released to the requestor, s/he must demonstrate competency with the equipment, its functionality, and its limits. LIS can provide training during normal business hours for any equipment available for circulation.

6- PUBLIC ADDRESS EQUIPMENT

- 6-1. Public address equipment needs (microphones, amplifiers, large venue PA system, etc) are handled on a first come/first serve and case by case basis. These items must be requested using the LIS [Equipment Request Form](#).
- 6-2. The requestor is solely responsible for any damages, theft, or loss occurring from rental to return, and will be charged accordingly to cover repair or replacement.
- 6-3. The Director of User Services and/or the Classroom and Event Support staff reserve the right to refuse any public address equipment request. (Requests for standard classrooms and groups of less than 40 people typically are not honored.)
- 6-4. Public address equipment must be used within the confines of the Westminster College campus only.
- 6-5. The Venue (large) public address system must have a qualified LIS sound technician—*if available*--on hand at the event. An hourly fee will be charged for this individual to set-up, run, strike, and transport the equipment.
- 6-6. Additional restrictions apply for the Venue (large) public address system. These restrictions are [here](#).

7- ADDITIONAL EQUIPMENT CONSIDERATIONS

- 7-1. The following locations maintain their own A/V equipment and should be consulted prior to requesting equipment from LIS:
- Berlin Lounge/Club Room (Associate Dean of Student Affairs)
 - Orr Auditorium/Orr Lobby (Orr/Beeghly Stage Manager)
 - Beeghly Theater (Orr/Beeghly Stage Manager)
 - All Athletic Facilities (Athletic Director)
 - The Chapel (College Chaplain)
- 7-2. Some campus spaces have accessible technology which does not require an Equipment Request Form to be submitted unless assistance is needed from LIS to set up the equipment. This equipment is considered "self-service."
- It is not necessary to reserve **existing** accessible equipment installed in academic buildings, the Witherspoon Rooms*, and Mueller Theater (DVD players, ceiling mounted projectors, cables, etc.)
 - Standard equipment request procedures apply to reserve additional or secured LIS equipment, including laptops, wired touch panels, etc.
 - Faculty use of LIS mobile equipment (i.e. Flat Panel Carts and Portable Smart Classrooms) is also "self-service." Rules governing self-service equipment use are posted in each mobile storage location.
- *A handy checklist of items to know for Witherspoon Room requests is available on the Equipment Request Form under the "McKelvey Witherspoon Room Equipment" section.
- 7-3. Furniture requests (i.e: podiums, tables, chairs, etc.) remain under the direction of the Physical Plant office, and must be submitted in writing to the Physical Plant office at least 48 hours prior to the event.

8- COPYRIGHT

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