IFDM Equipment Checkout & Use Policy

Intent
IFDM has a variety of Camera, Sound, Lighting, Grip, Computer and A/V equipment for checkout to be used in conjunction with IFDM classes, research and events. This equipment is intended primarily for IFDM students, Faculty and Staff. This policy governs the use of IFDM equipment.

Conditions of Use
Also an Equipment Checkout form, available in the Equipment Room, must be filled out at the time of checkout. By signing the Equipment Checkout form individuals accept Financial Responsibility.

Individuals and Organizations checking out equipment are responsible for returning the equipment on time and in good condition. Failure to return equipment on time will result in a temporary suspension of equipment checkout privileges and a late fee of $10/day will be placed on their account at the Bursars’ Office that may impede the issuance of grades, the ability to register or graduate. Late fees must be paid at the Bursar’s office and provide a receipt of payment to IFDM staff to remove the suspension. Individuals or Organizations are financially responsible for damaged, lost or stolen equipment.

IFDM Equipment and facilities are intended strictly for academic and research purposes. As per University of New Mexico and State of New Mexico policy, neither equipment nor facilities may be used for any commercial venture or monetary gain under any circumstances. Monetary gain extends to donations from private or public entities to individuals, University Departments, or the University of New Mexico at large.

Individuals or Organizations financially delinquent due to damaged, lost or stolen equipment may have a replacement fee placed on their account at the Bursars’ Office which will impede the issuance of grades, the ability to register or graduate.

Individuals and Organizations checking out equipment are responsible of inventorying equipment and ensuring all missing and damaged pieces are noted on the IFDM Equipment Checkout form before leaving.

Individuals or Organizations who do not comply with this policy may also lose their privileges to checkout equipment or use IFDM facilities. This determination will be made at the discretion of the IFDM staff and IFDM Director.

Students may be asked to provide proof of registration for a particular class at any time.

Equipment Room Hours of Operation
The equipment room is located in Hartung Hall, room B08. Hours of operation will be posted on the door and sent out to all students via e-mail at the beginning of each semester. Equipment may not be checked out outside normal hours.
Equipment may be reserved via the equipment check out form posted on the IFDM website (ifdm.unm.edu) or by visiting http://goo.gl/forms/oZyFavv5Cz. You must place your request at least 24 hours in advance. An IFDM staff member will verify if the equipment is available by sending you an email confirmation.

During breaks and summer there are no normal equipment room hours. Any equipment needs must be approved in advance and picked up at a scheduled time. A Special Project Request Form must be filled out and submitted to the IFDM staff. Special Support Project request form can be obtained from the IFDM website (ifdm.unm.edu) or by visiting http://goo.gl/forms/FRKpgx4i8D.

**Equipment**

Equipment availability is based on the following three categories:

- General IFDM use – available to all IFDM students, faculty and staff, first come–first serve.
- Limited IFDM use – available to students taking a specific class, first come-first serve.
- Restricted IFDM use – available only to specific individuals or groups, checkout must be pre-arranged.

Categories of equipment are determined prior to each semester based on the courses offered and their needs. Inquire with the Equipment Room staff if you have any questions.

Some equipment requires the completion of certain classes or training prior to checkout. Please enquire at the equipment room for details.

**Authorized Individuals and Organizations**

Equipment is available to IFDM students, faculty and staff for the purposes of education, research and special events.

Non IFDM students may use some IFDM equipment if they are taking a class or involved in a project from a partnering organization that is within the mission of IFDM. Arrangements for this type must be agreed upon between a Faculty sponsor and the IFDM System Analysts prior to the start of the semester or intersession.

Non-IFDM partnering organizations may checkout equipment for research, education and events for a maximum of one week. An IFDM Special Project Support Form must be filled out and submitted for approval. Special Support Project request form can be obtained from the IFDM website (ifdm.unm.edu) or by visiting http://goo.gl/forms/FRKpgx4i8D

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1 Updated 1.6.16