

# Art Department Equipment Checkout Policies & Procedures

## Borrowing Equipment:

When you borrow Photo Area/Tool Crib equipment, you are financially responsible for all of the items that you have checked out. In the event of damage, loss or theft, you will be required to pay for all repairs and/or replacements.

Cal State LA assumes no responsibility for injuries incurred, or property damaged, resulting from the use of borrowed equipment.

## General Equipment Policies

Violation of these standard policies will lead to all students involved losing their equipment and facility privileges

### By checking out equipment, you agree/understand:

- That you know how to operate the equipment.
- That you will not use the equipment in a reckless manner.
- To remain aware and vigilant to keep equipment as safe as possible.
- To report any damage or non-operation of the gear to equipment staff as soon as possible.
- You will not leave the equipment in an automobile.
- You will not leave equipment unattended in a lab area, a classroom, computer lab or other university or departmental space.
- You must store and return equipment and accessories packed properly in its cases/bag.
- Equipment is not checked out between academic terms.
- Equipment is only checked out by and returned to equipment staff. Do not return equipment to any professor, and do not ask another staff member or professor to checkout equipment on your behalf you.
- You will not loan your CSULA ID card to anyone else to checkout or return equipment.
- You will not return equipment for another person.
- You will not ask another person to return equipment for you.
- You will not loan equipment checked out to you to another individual, this includes other students in your class as you are liable for all equipment that you check out.
- You will return all items at the scheduled return date and time.
- You will use the equipment for official Cal State LA related projects only.

When checking out equipment, it is your responsibility to review each piece of equipment that you are taking to ensure that it is present, accounted for, and in operating condition before you leave the premises with it. Any damage to the equipment that occurs while checked out to you, up to and including, full replacement cost of that equipment and its accessories, is your responsibility, whether the damage or loss of that equipment is your fault or not.

By using your Cal State LA ID to checkout equipment, you acknowledge receipt of that equipment in working order, with no damage or defects. If equipment is returned with damage, defects or parts missing, you will be held responsible.

Any student, faculty, or staff member who wishes to checkout equipment will be held financially responsible for that equipment pursuant to Section 8643 of the CA State Administrative Manual. The loss, theft, breakage, or disappearance of equipment is the responsibility of the borrower. If

replacement or financial restitution for missing items is not made by the borrower in a timely manner, administrative and disciplinary action will be taken, including any of but not limited to, the following:

- All equipment and facility privileges will be revoked.
- A hold will be placed on your registration (you will not be able to register for new classes.)
- A hold will be placed on your diploma.
- A stolen property report will be filed with the Police.
- Other legal actions appropriate to the situation will be taken.

### **Penalties for Late Equipment Returns**

You are required to return equipment on time. You are required to remember when you are scheduled to return equipment and to know when you have overdue items whether or not you receive a reminder notification of either.

Any student returning equipment late will potentially lose checkout privileges. Reasonable medical excuses may be accepted for late returns when supported with proper documentation.

### **Equipment Checkout Authorization\***

The Department reserves the right to revoke a student's ability to checkout equipment at any time for any reason.

Equipment Checkout Authorization must be completed by the student each semester  
You may be authorized to borrow equipment after meeting the following requirements:

1. You must be currently enrolled in good standing in an authorized art studio class.
2. You must have a current and verifiable phone number and address on file with equipment staff.
3. You must have a current, University-issued photo I.D. card.
4. You must have previously returned all equipment in a timely manner, in operating condition and have a clean record of interaction with equipment staff.
5. You must have filled out and digitally signed the equipment checkout agreement format at the end of this document verifying that you have read, understand and agree to all of its provisions.
6. You must have turned in a copy of both sides of your CSULA ID to the Photo Area or Tool Crib staff via email.

### **Equipment Reservation Process:**

After you have completed the PDF and submitted your student ID, you will be added to the department checkout software WebCheckout (WCO).

\*Please note, processing time for entry into WCO takes 1-3 business days. You will not be able to create a reservation until your documentation has been processed. Please plan accordingly, to ensure your reservation of equipment goes smoothly.

After you have access to WCO, the process for reserving equipment is as follows:

1. Log on to WCO using your CSULA student login username and password.
2. Select which Check Out Center you will be reserving for (Tool Crib/Photo Area checkout center)
3. When you select the appropriate Center, it will remind you of the hours the Center is available for the semester.
4. Select the appropriate class from your dashboard/catalog display
5. Add the items you wish to reserve to your cart and select the appropriate pick up and return dates.

#### **What to expect when you arrive for checkout:**

- You will be asked to provide your CSULA ID card.
- Your ID card will be scanned and any items that you borrow will have a bar code associated with it and will also be scanned into the system.
- All items scanned will be electronically associated with your CSULA ID card until such items are returned.
- You must load the equipment into and out of your vehicle without aid from equipment staff.

#### **What to do if Equipment is Stolen While It's Checked Out to You**

1. Notify the Photo Area or Tool Crib Tech or equipment staff of the theft immediately. The Staff will provide model and serial numbers to include on the police report.
2. Call the Police Department for the city/area in which you are located and report the theft.
3. Provide the Staff with a copy of the Police Report as soon as possible.

By checking out equipment, the student agrees that they will continue to communicate with equipment staff, and other interested parties, about the theft until such parties are satisfied with the information provided.

#### **Fine Arts Building**

The following regulations only apply to students renting a locker in the Fine Arts BLDG:

1. **Students can only rent 1 locker per semester. Locker Rental is valid for current Semester for those Enrolled in Art Classes Only. (From First day of the semester to last day of finals).** *I have read and understood this.*
2. **Locker Fee is \$4.50 and should be paid online.** Please log on to your MyCalStateLA student portal and select Transact Payments from the Quick Launch menu. You can also pay in person at One-Stop Financial Services, Student Services Bldg, Room 2380. *I have read and understood this.*
3. **The Tool Crib office DOES NOT handle any financial transactions.** *I have read and understood this.*

**4. RECEIPT OF PAYMENT MUST BE SHOWN AT TOOL CRIB OFFICE (FA 126).** *I have read and understood this.*

**5. Available Lockers are limited, and students must select a locker from those available on WebCheckout.** *I have read and understood this.*

**6. Each student will be assigned a locker once their locker rental fee is paid in full.** The Department of Art is not responsible for lost or stolen items. If you occupy a locker that is not assigned to you, your lock will be cut, and your items will be given away or discarded. *I have read, understood, and agree to this.*

**7. Locker sharing is not allowed.** The student assigned a locker space will be responsible for accessing the locker, any damages, and loss/stolen matters. *I have read, understood, and agree to this.*

**8. For Lockers Not Renewed, Locks will be cut the 1st day of semester break,** and belongings stored in unrenewed lockers during a semester break will be removed and discarded. The ART DEPARTMENT will not be responsible for the loss, care, or storage of your belongings. *I have read, understood, and agree to this.*

**9. To Renew Locker for next semester,** payment must be made by Finals Week of the current semester. Receipt of payment for renewal must be shown at Tool Crib Office (FA 126). *I have read, understood, and agree to this.*

**By signing this agreement,** I signify that I have read the document entitled “Art Department Equipment Checkout Policies & Procedures,” for the Photo Area and Tool Crib at California State University, Los Angeles.

Furthermore, I understand the terms and policies contained in this agreement and will abide by them. I also understand that if I do not observe and comply with the terms and policies laid out with the checkout policy, I may be subject to action initiated by the University, including but not limited to, the revocation of all equipment and facility privileges, a hold being placed on my registration (i.e., I will not be able to register for new classes), a stolen property report being filed with the Police, as well as the University taking other commensurate legal actions. As borrower of university property, I verify that all equipment for which I am responsible is present and operational at the time of checkout and I attest that I possess technical proficiency to use each piece of equipment checked out. I will be financially responsible for all equipment checked out with my ID card, pursuant to Section 8657 of the State Administrative Manual, which says “...lost, stolen, or destroyed property will be charged against responsible individuals.” **I will be personally responsible for equipment in my care at all times.** I will return items on the scheduled return date and time. I will use the equipment for official California State University Department of Art Department related projects only.

**THE UNIVERSITY ASSUMES NO RESPONSIBILITY FOR INJURIES INCURRED OR PROPERTY DAMAGED RESULTING FROM THE USE OF BORROWED EQUIPMENT.**

I understand that this agreement will remain in force as long as I work towards the completion of the degree that I am currently working towards at CSULA and that any disputes that arise from this agreement will be settled through the appropriate channels of the University, or if need be, in the legally convened courts of the State of California. I understand that the use of my CSULA ID card will allow me to check equipment out and I agree not to loan my CSULA ID card to another individual for that purpose or any other purpose. I know that I will still be financially responsible for items checked out with my ID card whether or not I was the one who used it to do so. I also agree to update all contact information listed herein, with the Photo Area and Tool Crib in the Art Department, so that it remains current.

**First Name** \_\_\_\_\_

**Last Name** \_\_\_\_\_

**CAL STATE LA e-mail address** \_\_\_\_\_  
(must be a @calstatela.edu email)

**Phone Number** \_\_\_\_\_

**CIN** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_