



The American University of Rome Communication Department Equipment Rules and Regulations

ELIGIBILITY

You must be an AUR student enrolled in a communication department production class. You must have received training from your instructor on individual pieces of equipment. You are only eligible to use equipment for which you have received training, and to make use of media lab equipment you are eligible for. You are only eligible to use equipment after you read these regulations, sign the form attached to these regulations, and submit the form to your professor.

MULTIMEDIA LAB FEE

The lab fee for communication department production courses (50 Euros per student) is used for the maintenance of the Multimedia Lab and production equipment. If you are unwilling to pay the lab fee or adhere to the rules and regulations on this sheet, you should not be taking communication department production courses. Without your cooperation it will be difficult for the department to continue to provide state of the art equipment and services that are a rarity for undergraduates in the United States, Italy, and worldwide.

RESPECT

Please respect your fellow students, the IT assistants, the Multimedia Lab Technician, and your Professors. Everyone running the Multimedia Lab is here to help you to the fullest extent possible. If you forgot to reserve computer time in advance, lost your work because the computer crashed, got a flat tire on the way here, or are having a technical problem, this is not an excuse to verbally (or physically) abuse others around you. Students who are abusive or disruptive will be suspended from lab and equipment privileges. If you have a legitimate problem such as another student not vacating the computer during your time slot or a technical problem with equipment, please bring it to the attention of the persons responsible for the Multimedia Lab. Respect is a two way street. If you feel you have been treated rudely or unfairly by the person(s) in charge of the Multimedia Lab, please let the Multimedia Lab Technician or a Professor know about it.

RESPONSIBILITY

You and/or your group are responsible for any damage to or loss of equipment checked out to you or any member of your group. In the case of lost or damaged equipment, an investigation will follow and your group may be forced to split the costs for repair or replacement. You and/or your group are fully responsible for all equipment in the Multimedia Lab, particularly your assigned computer, during the times in which you are working there. You are fully responsible for inspecting the condition of equipment at the time of check-out, and for bringing to the attention of the IT assistant any damaged or missing items not noted on the check out form. If any damage is done or items are missing from the Multimedia Lab during the time you and/or your group are working there, an investigation will follow which may lead to loss of privileges and replacement fines.

EQUIPMENT CHECK-OUT PROCEDURE

You can collect an equipment check-out form from the IT assistant. On the form, print (clearly) your name, phone number, and the production class or classes in which you are currently enrolled. You may check out equipment a maximum of 2 non-consecutive days per week OR on Friday. You should always inspect all equipment before signing for it. Make sure all items are present and accounted for. If there are any discrepancies or if you notice any problems, inform the IT assistant BEFORE you leave with the equipment. You should read the check-out form before signing it, making note of your responsibility for all the items listed there. When you return equipment, the IT assistant will inspect the equipment for any problems, missing items or new damage. Do not leave the equipment until the IT assistant has initialed your check-out form, indicating that check-in is complete. DO NOT leave the equipment if the IT assistant is not present to check it in. If you do, you are responsible for the equipment until the IT assistant officially initials your form. If any items are missing or damaged, your equipment, and/or computer privileges will be revoked until missing items are returned, or until repair costs can be determined and paid. You and/or your entire group may be responsible for any/all repair or replacement costs. **If a key system is established, a separate set of rules and regulations will be implemented.

EQUIPMENT CHECK-OUT PERIODS

Equipment checked out on Monday, Tuesday, Wednesday, or Thursday is due back the following day. Equipment checked out on Friday is due back Monday. All equipment must be returned to the IT assistant by 1:00pm the day it's due.

PENALTIES

Equipment returned 1 minute past your return time or later will result in a fine and/or suspension of equipment privileges.

1st offense = 15 Euro fine

2nd offense = 25 Euro fine and 1 week suspension of privileges

3rd offense = 50 Euro fine and 2 week suspension of privileges

Any student who keeps equipment an additional day or days beyond the time and date that the items are due back will be penalized an additional 20 Euros for each day late.

If you are going to be late returning equipment or keys, please contact the IT assistant (Heather's email: communication@aur.edu / phone: 0658330919 ext. 705). This will allow us to inform the next scheduled user of the delay. However, this will NOT remove the penalties for being late. Your final grade will be withheld if you do not pay any applicable fines or course fees.

RESERVATIONS FOR EQUIPMENT

Equipment may be reserved a maximum of 7 days in advance (i.e. to check out something for next Friday, you may reserve the Friday prior.) Either you or one person per production group will be eligible to reserve/check out equipment, but all group members are responsible for equipment checked out by their group representative. Reservations can be made in person only. There are no telephone reservations. You do not have to have a reservation to check out equipment or keys, but a reservation assures that the equipment will be there for you. Equipment due dates will NOT be extended. If you wish to keep equipment past the day it is due (and no one else has reserved it), you still must check it out again by re-dating and signing the check-out form with the IT assistant. Equipment reservations must be made with the IT assistant.

MULTIMEDIA LAB TIME SLOT RESERVATIONS

A computer/time slot in the Multimedia Lab may be reserved a maximum of 7 days in advance (i.e. to reserve a computer for next Friday, you may reserve the Friday prior.) Reservations for a Sunday may be taken the previous Friday. There are no telephone reservations. Students may only reserve media lab time for a maximum of 4 hours total per day. Either you or the editors of each project will be eligible for a computer reservation. The IT assistant will have the eligible students' names on file. If you are working in the lab and your time slot is close to expiration, be sure to wrap up your work and be off the computer so the next person can start. If the next person arrives during her/his time slot and you have not yet vacated your computer, you will be considered late and penalties will be applied.

A student may use a computer for more than 4 hours per day as long as no one else has made a reservation for that computer but s/he must resign her reservation form with the IT assistant to avoid late penalties. If a person with a computer reservation fails to show up by one half hour past the reservation time, the reservation is canceled and the time slot is available on a first come first serve basis. There is no smoking, eating or drinking allowed in the Multimedia Lab! If you want to smoke, eat, or drink, go outside. Throw your garbage away in the bathroom trash can. When you vacate the lab, please take all your materials with you. All materials left in rooms will be considered garbage and thrown away.

FINALLY

Please do not be afraid to talk to your professor. If you don't understand something, ask your professor or the IT assistant. If something is missing or isn't working properly, please tell the IT assistant. The only way we can solve problems is to be made aware of them. Please treat the equipment as if it were your own and bring it back in the same or better shape than you found it.

Updated Spring 2008

I have read and understand
The American University of Rome
Communication Department's
Equipment Rules and Regulations.

Sign Name

Print Name

Course Name

Date