**COLLIN COLLEGEPHOTOGRAPHIC ARTS LABEQUIPMENT CHECKOUT POLICIESAll Students are expected to demonstrate respect for others**

**and follow all school policies and instructions from lab personnel.Repeated abuses will result in revoked lab privileges.**

**GENERAL**

1. **Students must have a current Collin College ID (NO EXCEPTIONS!!)** and enrolled in at least 3 photo credit hours to use the Photography facilities or to check out equipment.

2. Students must be approved by instructor before checking out equipment.

3. All students must have filled out forms and documentation with the lab staff

prior to the census date (**09/10/18**). If you have not been put into the system you will not be allowed to borrow any equipment, including matting, memory card readers or anything else you may need, for the whole semester.

4. All equipment is checked in/out by lab assistant or instructor only. DO NOT leave lab equipment unattended.

5. Any abuse of equipment will result in termination of lab privileges and reported to the Dean of Students. (Including, but not limited to improper setup of studio equipment or leaving equipment unattended)

6. If you borrow equipment from the photography department it must be used for course work **only.** You must be attending all of your regular class meetings. If a student is borrowing equipment and not coming to classes it will be assumed that the equipment is being used for outside enterprise, which will not be tolerated. All equipment use will be discontinued immediately.

7. Equipment must be returned in clean, good working order. Failure to return equipment will result in penalty. DO NOT LEAVE EQUIPMENT UNATTENDED. Notify lab staff immediately of damaged or misuse of equipment. **STUDENTS ARE RESPONSIBLE FOR DAMAGES**. **Equipment not returned will be reported to the Collin College Police as stolen property and a hold is placed on student account.**

**DAILY LAB CHECKOUT**

Equipment can be used in class or during open lab times, **on campus only**, and must be returned before leaving premises. Equipment included in on campus use only list is:

* + **Digital Cameras**
  + **Card readers**
  + **Flash drives**

**OVERNIGHT CHECKOUT**

Overnight and off-campus checkout is limited to **48 hours** (2 days). All equipment, parts, and accessories must be returned in good working order by the specified time on the second day. (**Exception**: Equipment checked out on Friday is due on Monday, since lab is closed on Sunday.)

**Monday-Thursday by 10:00 PM**

**Friday 4:00 PM**

**LONG TERM CHECKOUT and RENEWALS**

Students can obtain permission from instructor or lab supervisor for extended checkout times for pre-approved equipment and allotted time (i.e. 1 week, semester, etc). **If student receives a penalty, the extended approval is nullified automatically**. Instructor must submit written approval to Photo Lab Supervisor and be kept on file in the Photo Lab Office.

Students can renew checkout items by **bringing equipment and all accessories on or before due date**. Staff will renew checkout period after equipment has been inspected and found to be in satisfactory condition.

**PENALTIES**

**Checkout privileges are suspended for specified time period:**

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| --- | --- | --- |
| **OVERDUE EQUIPMENT: Checkout Penalty** | | |
| **Number of Days Late** | **1st Offense\*** | **Subsequent Offenses\*** |
| **1** | Verbal Warning, review of policies  /w acknowledgement signature | 1 Week |
| **3** | 2 Weeks |  |
| **5** | 3 Weeks |  |
| **7 +** | Reported lost/stolen to Collin Police Department and a hold placed on student account | Privileges revoked |

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| **UNATTENDED EQUIPMENT\*** | |
| **1st Offense** | Verbal Warning & Review of Policies w/acknowledgement signature |
| **2nd Offense** | Checkout Privileges are suspended for 1 Week/ acknowledgement sign. |
| **3rd Offense** | Checkout privileges are suspended for the remainder of the semester |