

## **Media Services Equipment Checkout Policies**

By checking out Media Services equipment, you agree to follow the Media Services Checkout Policies listed below:

- Equipment checkouts are for a maximum of five (5) business days.
- Checkout of the same type of equipment is limited to twice a semester.

**If Media Services checkout items are not returned within five (5) business days, the following steps will take place:**

- 3 days late - 1st phone call or email.
- 1 week late - 2nd phone call or email.
- 2 weeks late - 3rd phone call or email, supervisor or Dean will be notified.
- 1 month late - matter is referred to Campus Security and an Incident Report will be filed. HRM will be notified.

**All WCC staff are responsible for the safe return of Media Services checkout equipment:**

- Please notify Media Services promptly if equipment is lost, stolen, or damaged.
- Do not loan out or allow others to borrow Media Services checkout equipment.
- Media Services reserves the right to refuse to checkout equipment at its discretion.