

## **Policies and Procedures Equipment Check-Out Service**

The Cleveland Institute of Art has established an institute-wide system for equipment check-out for employees and students (Users).

Location: Room 325

Hours of operation: 8am-10:30pm Monday, Tuesday, Wednesday, and Thursday  
8am-7:00pm Friday  
Noon-2:00pm Saturday & Sunday

Managed by: Steven Mastroianni

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Online Reservations: <https://ciacheckout.siso.co/>

### **1. Equipment Reservations**

- a. Users must reserve equipment one week in advance using the online reservation system. Walk-in checkouts of available equipment can be made daily, on a first-come, first-served basis. Advance reservations will take priority over walk-ins. Only student and faculty personal use reservation may be made at a time. Users are responsible for noting the due time of their reservations. Reservations not picked up within 4 hours of reservation start time will be voided.
- b. Faculty may appoint a proxy to pick-up and return equipment for them, but must do so in advance by filling out a Checkout Proxy form. This form must be on file in the Checkout before the proxy may pick up equipment.
- c. Users must present their current CIA ID card in order to check out equipment.
- d. Equipment check-out is for 24 Hours, with the exception of equipment that is available for Two Week Checkouts (see below) and weekends. Example: equipment checked out on Monday at 5:00pm will be due on Tuesday by 5:00pm. For the weekend, items checked out on Friday at 5:00pm will be due on the following Monday by 5:00pm.
- e. Users are responsible for equipment replacement if lost, stolen, or damaged beyond normal wear and tear. Equipment found unattended may be repossessed and returned to checkout and a \$10 fine will be assessed to the user. This includes giving

equipment to another person to return for you. In case of emergency, another person can return equipment for you with expressed permission of the manager only.

- f. Users are responsible for making sure they have all the equipment they need before leaving the checkout.
- g. Users are responsible for ensuring that they are using the correct modes and settings when using checkout equipment. **Training is required on high-end equipment, as determined.** If you are not sure of equipment settings ask one of the Check-out Technicians. If your equipment does not appear to be working: do not use force, ask a technician for help.
- h. All batteries must be returned fully charged. Returning uncharged batteries may result in a \$10 fine.
- i. Reservations cannot be made, extended or modified in any way over the phone or via email. The check-out phone and email is only for calls in regard to equipment that is not functioning properly, or if you are running late to return equipment. (If you are going to be late you must notify the checkout. 216.421.7944 or ciacheckout@cia.edu. It will not prevent fines.)

## 2. Returns

- a. Most equipment is due back 24 hours after the start time of your reservation. If you are going to be late you must notify the checkout. 216.421.7944 or ciacheckout@cia.edu
- b. A \$5 fine will be assessed for the first hour and \$.25 per item per each additional hour for any late returns. Users returning equipment late three times in a single semester will be banned from checking out additional equipment for one-week. Users who have been banned, and incur additional late fines in the same semester will be banned for one week after every additional offense for the rest of the semester. All fines must be paid to reinstate privileges.
- c. If CIA equipment is not returned after the 7th late day, you will be billed for its full replacement cost plus the accrued late fines.
- d. When checking in/out, do not leave until all items have been accounted.
- e. Do not return equipment checked out to someone else, unless found unattended or you have been officially designated a proxy by a faculty member. Any attempt to have another party return equipment for you without the expressed permission of the manager will be rejected.
- f. Never exchange or lend equipment, checked out under your name, to other students. You alone are responsible for any damage or loss of equipment checked out under your name.
- g. Students are prohibited from lending their name for someone else to take out equipment. Violation of this rule will result in a ban.

NOTE: Never try to repair equipment on your own. If problems occur, return the equipment to the Checkout. You can damage it further and incur even more of a fine!

### 3. Two Week Checkout Items

- o Wacom tablets:
- o 4x5 Film Holders
- o Headphones
- o iPad tablets and chargers
- o Wacom Cintiq Pens
- o Wacom Cintiq adapters
- o Nexus & Surface tablets
- o Apple USB Superdrive

### 4. Renewals:

- a. Items not reserved by another user may be renewed one time. Renewals must be done in person at the checkout by a checkout staff member. Do not attempt to book your item again.  
After renewing once, the item must be given up for a 24 hour period before being booked again.
- b. **Requests for extensions due to critiques or installations must be made at least 24 hours in advance, and must be approved by a Checkout staff member.**

### 5. Other Services Provided:

- a. Departmental guidance
- b. Technical support in labs, darkrooms, and studios
- c. Troubleshooting support for our equipment
- d. Resources for equipment repair

Note: Please do not ask for the following as we do not provide:

- Sharpies or writing implements
- Tape (rolls)
- Storage space for personal items
- Cleaning Supplies

### \*Summer Equipment Check-Out Policies:

- **Period: May 13th through August 23.**
- **Only current returning students, faculty, and staff are able to check out equipment during this time.**
- **The equipment loan period during this time is for two weeks.**
- **All other policies apply.**