Policies and Procedures for Equipment
Checkout

The Cleveland Institute of Art has an institute-wide system for equipment check-out for employees and students (Users). All current students, faculty, and staff may access the Equipment Checkout reservation system through my.cia. Due to changing rosters and enrollment, not all users may be in the Checkout system; if so, please contact the Equipment Checkout manager to be added to the user list.

Location: Room 325

Regular Semester Hours:

- 8am-10:30pm Monday, Tuesday, Wednesday, and Thursday

- 8am-7:00pm Friday

- Noon-4:00pm Saturday

- Closed Sunday

- Hours vary during breaks, check for updates.

Managed by: Steven Mastroianni

Phone: 216.421.7944

email: srmastroianni@cia.edu

checkout@cia.edu

Online Reservations:
https://my.cia.edu/ICS/Technology/Checkout_Center/
Checkout_Home.jnz

1. **Equipment Reservations**

   1.1.   Users can reserve equipment using the online reservation system up to one week in advance. Walk-in checkouts of available equipment can be made on a first-come, first-served basis, but online reservations will receive priority over walk-ins. Users are responsible for noting the pickup and return time of their reservations. Reservations not picked up within 3 hours of reservation start time will be voided.

   1.2.   The reservation system will auto-generate confirmations and other notices related to users reservations, due dates, fines, etc. It is the User's responsibility to heed all notices.

   1.3.   Faculty and staff may appoint a proxy to pick-up and return equipment for them, but must notify Checkout via email or voice prior to pickup or by filling out a Checkout Proxy form. This form must be on file in the Checkout before the proxy may pick up equipment. Faculty and staff are responsible for all equipment checked out in their

name regardless of who picks up, uses, or returns the equipment.

1.4.   All users must present their current CIA ID card in order to check out equipment.

1.5.   Equipment check-out is for 24 hours or over the weekend, with the exception of specific equipment that is available for up to two weeks. 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 will be due on the following Monday at the same time.

1.6.   Users are responsible for equipment repair or 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.

1.7.   Users are responsible for making sure they have all the equipment they need before leaving the checkout and confirming that equipment is in working order.

1.8.   Users are responsible for ensuring that they are using the correct modes and settings when using checkout equipment. If you are not sure of equipment settings ask one of the Checkout staff. If your equipment does not appear to be working: do not use force, ask a technician for help. Please note: not all Checkout staff are familiar with all aspects of all of the equipment. **Certain high end and specialized equipment is restricted to students who have training via the appropriate class. Instructors must inform Checkout as to which students are sufficiently trained on those items before they are authorized to reserve them.**

1.9.   Users are forbidden from checking out equipment for users other than themselves. Never exchange or lend equipment checked out under your name to other students, doing so will result in a ban from Checkout.

1.10.   The same item or item type may not be checked out more than once in a 48 hour period. Users may reserve the same item or type no earlier than 24 hours after return. Item type examples include: laptops, beginner/intermediate cameras, etc., regardless of specific model.

1.11.   Extended loan periods for special class projects must be approved by faculty, and are subject to prior availability and demand for those items, and are up to the discretion of the Checkout manager.

2.   **Returns**

2.1.   Most equipment is due back 24 hours after the start time of your reservation. If you are going to be late you must notify Checkout at 216.421.7944 or checkout@cia.edu. *Notifying Checkout will not automatically extend your reservation, as your equipment may already be reserved for another user. We cannot guarantee that all phone calls or emails will be heard or seen in time to change your reservation.*

2.2.   When checking in/out, do not leave until all items have been accounted for.

2.3.   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.

2.4.   Notify Checkout at time of return of any damage or problems with equipment. Checkout managers will determine if the damage is due to normal wear and tear or is the responsibility of the user.

2.5.   Users are responsible for any damage or loss of equipment. Any damage or loss will be charged to the user and will result in a ban until all fees are paid.

3.   **Renewals**

3.1.   Items not reserved by another user may be renewed once. Renewals cannot be made by users; only Checkout staff members can renew items. Renewals must be done in person, please bring the equipment with you in case it is not available for renewal. Renewals may be made via phone under extenuating circumstances well in advance of the return time, but there is no guarantee that all equipment will be renewable

3.2.   After one renewal, the same items cannot be booked again for a 24 hour period.

4.   **Fines and Bans**

4.1.   A fine of .25 per item per hour will be assessed for all late returns, with a minimum fine of $2.00 per day per item.

4.2.   Fines will accrue during business hours for one week for unreturned items, at which point the equipment will be considered lost or stolen, and users will be charged for the replacement value of the equipment PLUS all fines.

4.3.   Users will be banned from reserving additional equipment until all items are returned and all fines are paid.

4.4.   Fines must be paid online at https://my.cia.edu/ICS/Technology/Checkout_Center/Checkout_Fines.jnz or at the Business office. Checkout staff will inform users of their total fines. Fines cannot be accepted at the Checkout desk.

4.5.   Users must confirm with Checkout staff that fines have been paid before a ban is lifted. ***Please note: bans are NOT automatically lifted when you pay your fine; bans may take up to 24 hours to lift after paying your fine.***

4.6.   Users with three late returns in a semester will receive a **one week ban** from Checkout for each additional late return. Each additional late return will result in an additional one week ban.

4.7.   Items returned with **uncharged batteries** will be subject to a $10 fine.

4.8. **Unattended equipment** found or returned by another party will be subject to a $10 fine.

4.9. Unpaid fines will be turned over to the Business office for collection at the end of each semester. Users will not be able to receive final grades and/or graduate until all outstanding fines are paid.

5. **Faculty and Staff individual and institutional use**

5.1. Faculty and staff may reserve and use all of the same equipment available to students. All policies above apply to faculty and staff as well.

5.2. Faculty and staff may also reserve items for class and other institutional use, such as demonstrations, presentations, etc. Items used for these purposes may be reserved for longer periods. All such reservations must be approved and made through the Checkout manager. Please email or call the checkout manager for such requests. All reservations are subject to availability, so please make your requests well in advance of the period you will need your equipment.

5.3. Special equipment is reserved for staff and faculty use only. This equipment includes, but is not limited to, projector and flatscreen presentation carts, multiple class use Wacom tablets, class use Cintiq pens, multiple iPads, etc. Please inquire as to availability of these items.

Please be considerate--other students are relying on reserved equipment to complete their assignments. Your late return impacts everyone else who utilizes the same equipment from Checkout!

Special Policies:

1. **Extended loan periods:**
   1.1. Certain equipment is available for up to two weeks, including, but not limited to: Wacom Intuos medium tablets, Cintiq pens, iPads, and related adapters for tablets and pads.
   1.2. Certain equipment for class use is available for longer periods, including but not limited to: Class use Wacom Intuos medium tablets, Class use Cintiq pens, and iPads.

2. **Spring Show:**
   2.1. During Spring Show, special accommodations may be made to reserve equipment needed for individual and departmental presentations. Please contact the Checkout Manager to make special requests well in advance of Spring Show to ensure availability and reserve any needed equipment.

3. **BFA:**
   3.1. Equipment requests for BFA presentations are made through a separate process which is addressed by the BFA Committee. Equipment is assigned through an online form

based on specific needs and requirements. DO NOT use the Checkout online reservation system for BFA requests.

3.2. During BFA week, the Checkout provides support to BFA candidates, and makes certain equipment available to BFA candidates for limited time periods for documentation. All other equipment requests are put on hold and may only be made available only on an as-needed basis.

4. Summer Equipment Check-Out Policies:

4.1. During summer break, only current returning students, faculty, and staff are allowed to check out equipment during this time.

4.2. Most equipment can be borrowed for up to two weeks based on need and availability, please inquire at Checkout for extensions.

4.3. All other Checkout policies regarding fines and usage apply during summer break.