

Media Services Department

Equipment Checkout Policy

Equipment Checkout Eligibility

Equipment may only be checked out to QCC employees.

Duration of Equipment Checkout

Equipment can be checked out from one day up to one semester, with summer sessions counting as one semester. Approval for any equipment checkout duration is dependent upon equipment availability, quantity of item(s) being checked out, and is at the discretion of Media Services. Approval for any request(s) that exceed the maximum duration is at the discretion of the Media Services.

Equipment Checkout Periods

Equipment Checkout Requests can be made no more than 3 months prior to the requested pickup date. Any requester(s) that cannot have their request fulfilled because of equipment availability will be placed on a waiting list and their request will not expire.

Any request where the item or items are not retrieved 10 business days after the requested pickup date has passed will expire.

Placing an Equipment Checkout Request

All checkout requests are processed in the order they are received, as well as at the discretion of Media Services. All equipment checkout requests must be submitted using the Equipment Checkout Form under the Media Services Request link on the QCC Intranet's *Frequently Used Forms* page.

Any verbal or written requests other than those submitted using the Equipment Checkout Form will not be considered legitimate requests for equipment checkout.

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Retrieving Your Reserved Equipment

Once Media Services has received your Equipment Checkout request and have reserved the equipment, you will be contacted via email to come to the Media Center to retrieve the equipment and sign a form. All equipment must be retrieved by the requester from the Media Center located in 107L.

Alternate accommodations can be made if the requester has a disability or medical condition that would make retrieving the equipment difficult or dangerous.

Returning Checked-out Equipment

All equipment checked out must be returned to the Media Center on or before the due date indicated on the form signed at the time of pick up. All equipment must be returned by the requester to the Media Center located in 107L. Alternate accommodations can be made if the requester has a disability or medical condition that would make returning the equipment difficult or dangerous.

As a courtesy, Media Services will contact you prior to the due date as a reminder to return the equipment. Please contact Media Services if circumstances prevent you from returning the equipment past its due date.

Semester-to-Semester Checkouts

If you have signed out equipment for a given semester, and would like to use it for an upcoming semester, a new request form is needed. The requester is required to submit a new *Equipment Checkout Form* for the new semester and return the previous semesters' equipment to Media Services prior to retrieving the new equipment. Approval for a requester's new checkout is dependent upon equipment availability, quantity of item(s) being checked out, and is at the discretion of Media Services.