

School of Media and Journalism Equipment Room Guidelines

PURPOSE

The Equipment Room at UNC's School of Media and Journalism ("School") provides access to audio-visual equipment to students, staff and faculty ("User") for exclusive use in instructional and curricular purposes.

ELIGIBILITY

In accordance with the University's Asset Management Department, equipment use is restricted to students enrolled in designated School courses at the time of check-out. To complete a reservation, Users must agree to the Equipment Room Guidelines posted in the [Terms & Conditions](#) step of the Connect2 booking process. [Terms & Conditions](#) step of the Connect2 booking process.

Students enrolled in School courses other than those designated for equipment use, or participating in a School sponsored event, may check out equipment based on availability and if authorized by a School instructor.

School faculty and staff may check out equipment based on availability.

Courses using the equipment room are as follows:

Course number	Course name
121	Introduction to Digital Storytelling
180	Foundations of Photojournalism
252	Audio Journalism
333	Video Communication for Public Relations and Marketing
421	TV News Reporting and Producing
426	Producing Radio
489	Photojournalism Lighting & Business Techniques
562	Environmental & Science Documentary Television
580	Photo Stories
625	Media Hub
681	Documentary Photojournalism
782	Multimedia Storytelling

EQUIPMENT ROOM COMMUNITY STANDARDS

The Equipment Room is a community resource with expectations that all community users will adhere to certain standards.

Standards may include, but are not limited to:

- Arriving on time for a scheduled pick-up
- Returning equipment on due date
- Returning untangled cords and cables
- Properly caring for equipment while checked out
- Reporting damaged or lost gear immediately to the Equipment Room manager. Users are financially responsible for equipment checked out in their name and must reimburse the MJ-school for the cost of repairing or replacing damaged or lost gear.

When students don't support these standards, they adversely affect others who need to use the same equipment. Such behavior will be reported to a student's professor and/or the Senior Associate Dean for Undergraduate Studies, so the issue may be addressed.

The MJ-school reserves the right to revoke borrowing privileges at any time.

DISTRIBUTION

The equipment room is located on the second floor of Carroll Hall in room 239. Users must pick up and return equipment to this location only, and only during posted hours. Only the equipment room manager or designee may check out equipment to approved Users. Equipment may not be removed from the equipment room by other staff, faculty or students. Equipment reservations are made and managed via online software, Connect2, at <https://equipmentroom.mj.unc.edu>.

EQUIPMENT ROOM HOURS

All check-outs and check-ins must be done during open hours, which are posted in Connect2. Leaving equipment in the hall outside of these hours is not permitted.

CHECKOUT PERIOD

The standard length of time a User may check out equipment is 72 hours. Some items and classes have longer checkout periods. Weekends do not factor into this period. The due date is automatically determined in Connect2. If the University is closed due to adverse weather or other factors beyond the School's control, due dates will be shifted to the next business day without consequences to the User. User may not check out additional equipment until all items are either returned or renewed.

RESERVATIONS

Reservations are recommended for equipment check-out. Gear availability is not guaranteed without a reservation. To make a reservation, log in to Connect2 using your Onyen. Only authorized Users (see ELIGIBILITY) may make reservations. Users have access to specific equipment based on their Onyen and class registration.

RENEWALS

Renewals may be made online in Connect2. User is allowed a maximum of 3 renewals per booking. If an item is not renewed, or if another User books the item before being renewed, it must be returned to the equipment room by its due date.

CHECK-OUT PROCEDURE

Reservations are highly recommended (see RESERVATIONS). A UNC One Card is required for pick-up. Reservations have a specific pick-up time. If User is unable to make the scheduled pick-up time, User must inform equipment room personnel at least 30 minutes prior to scheduled pick-up time or reservation will be cancelled and User may receive a warning. *We recommend that Users check equipment functionality before leaving the equipment room.*

CHECK-IN PROCEDURE

Equipment is due at a specific date and time. This is defined when the User makes a reservation and via a confirmation email. User may view this information by logging in to Connect2. User may return equipment before due date. User has a 30-minute window after due date to return equipment before the gear is marked late. Late returns may result in a warning.

Equipment room personnel inspect all gear for the following:

- All equipment must be returned in working order
- All accessories must be returned, including lens caps, body caps, cables and mounts
- Cases or bags must be clear of garbage or personal items
- Cables and cords must be untangled and properly wrapped
- User must properly disconnect or separate lenses, mics and cables

UNC HONOR CODE

As a condition of joining the Carolina community, Carolina students pledge “not to lie, cheat, or steal” and to hold themselves, as members of the Carolina community, to a high standard of academic and non-academic conduct while both on and off Carolina’s campus. This commitment to academic integrity, ethical behavior, personal responsibility and civil discourse exemplifies the “Carolina Way”, and this commitment is codified in both the University's Honor Code and in other University student conduct-related policies. The complete UNC Honor Code is available at <https://studentconduct.unc.edu/>.