

Columbia College Chicago
Audio Arts & Acoustics Department

EQUIPMENT CHECK-OUT

The Audio Arts & Acoustics Department maintains an inventory of equipment that may be checked out from the Equipment Center (LL31). Given that this is shared equipment, we ask that it be handled professionally so that it can be of continued use to the greatest number of faculty and students.

- Equipment can be checked out on a first-come, first-served basis. No equipment reservations are taken.
- The type of equipment available to a student depends on the classes he or she is enrolled in.
- Not all equipment can be checked out of the building to a remote location.
- At the time of check-out, a valid Oasis ID must be presented and it is scanned along with the equipment's barcode.
- Equipment Center staff and the person checking out the equipment inspect all of the equipment to identify any pre-existing damage. A record of any pre-existing damage is included on the check-out form. When the person checking out the equipment signs the form, he or she is taking responsibility for the equipment "as is".
- Most equipment can be checked out for 48 hours unless otherwise specified by faculty/instructor.
- If equipment is not returned within 48 hours, the reservation system automatically suspends the student's privileges for both equipment and room reservations for a period of seven days. Existing room reservations will be voided during the period of suspension.
- If equipment has not been returned at the scheduled time, Equipment Center staff call the phone number listed in the student or faculty member's College record to request return.
- Equipment must be returned in the condition it was received which includes, but is not limited to, storing it in protective cases and/or professionally wrapping cables in the over/under or over/over method taught to all students.
- Equipment Center staff use the bar code system to scan the student or faculty member's Oasis ID and the returned equipment's barcode at the time of check-in. The equipment is also examined for excessive wear or misuse. Any damage to the equipment that was not recorded at the time of check-out is deemed to have occurred while the equipment was in the possession of the person/team returning it.
- Students or faculty are required to reimburse the College for equipment not returned or returned damaged. The student or faculty member should work with the Audio equipment center staff to either replace the lost or damaged equipment or provide a check payable to Columbia College to the Audio equipment center staff. This check should be forwarded to the Internal Auditor or directly to the Accounting Department with a note to credit the Audio Arts & Acoustics cost center.
- If the Audio equipment center staff cannot contact the student or the student is unwilling to replace or reimburse the College, the Chief Engineer should forward a memo with the student's name, Oasis ID#, item(s) involved and amount for each to the Internal Auditor. The Internal Auditor will contact the Student Financial Services Executive Director to charge the student's account for the lost or damaged equipment.