

## **Photo**

### **Tyler School of Art**

# **Equipment Sign-out Policy**

- Students must be currently enrolled in a BFA photography class.
- Students must be trained and approved by an instructor on equipment prior to sign out.
- Students must supply a printed copy of their ID before signing out any equipment.
- Students must adhere to sign-out schedule listed below.
- If a student loses, misuses, or breaks equipment beyond wear and tear they are responsible for full repair or replacement fees. This includes theft. Temple University's insurance policy requires the student to be responsible for the full repair replacement fees. Temple University's insurance policy requires the student to be responsible for the first \$1000 per item.
- Students are required to fill out a reservation form prior to signing out. There is no guarantee that equipment will always be available.
- Classes take priority over individual needs and we reserve the right to limit the amount of equipment going out.
- Students may not reserve equipment for more than one session at a time. If it is available on the day of sign-out it may be taken out for another session.

## **Sign-out Equipment**

Tuesdays & Fridays

11:30 AM – 12:45 PM only

- Students are required to fill out the reservation form prior to sign out. There is no guarantee that equipment will always be available.
- Students must supply a printed copy of their ID before signing out any equipment and sign off on a policy sheet.
- If a student is late picking up equipment and does not notify us, equipment will be signed out to someone else.
- All equipment must be put away by 2 PM. This is non-negotiable.
- Specialized equipment and its accessories such as: high-end cameras and digital backs, Pro-foto strobes and Lowell Pro kits, soft boxes, ring lights, light meter, transmitters, stands and backdrop paper are for studio use only. Access only with reservation and training.
- Specific high end equipment such as Mamiya ZD and Mamiya RZ (film) can only be signed out with training and pre-approved personal insurance coverage. Proof of coverage is required in advance.

## **Return Equipment**

Tuesdays & Fridays

8:30 AM – 11:00 AM

- If a student is late returning equipment, doesn't return the equipment, or only returns part of the equipment they signed out, they will not be able to sign out equipment for the following session. If this behavior continues, the student will lose their borrowing privileges for the semester.