

Self-Service Equipment Check-out and Check-in Procedure for Faculty and Staff

Updated September 10, 2008

All faculty, staff, and cage monitors are expected to comply with the new equipment check-out and check-in procedures beginning on September 10, 2008. Faculty and staff are permitted to continue doing self-service check-out and check-in when a cage monitor is not on duty, however, it must be done following the procedures outlined in this document. If a cage-monitor is on duty check-out and check-in should be performed by the cage monitor. If these procedures are not followed, there will be some consequences, which are outlined later in the document. This follows for the most part what was discussed during a recent faculty meeting.

Advance reservations are encouraged, please call the Studio Manager (e-mail and phone at the end of this document). When reserving a large number of items (e.g. 18 cameras for class) please make your reservations at least 24 hours in advance. Faculty members who reserve in advance will enjoy streamlined service, the convenience of everything on a cart ready to go before class, and have first dibs on the newer digital cameras.

All transactions must be recorded properly. Under no circumstances are notes, post-its, emails, phone calls, or any other form of communication other than the official check-out check-in form to be used to record check-out and check-in transactions.

The Cage Monitor notebook

has tabs for each day of the week, Monday, Tuesday, Wednesday, Thursday, and Friday. Use the form that corresponds to the day of the week that the check-out is being performed on.

Please check the reservation chart (which covers media carts and certain critical resources) to see if an item is reserved. If it is not, you may check it out. If it's reserved, please don't check it out. Older cameras and VHS tapes are not subject to reservation, they are first-come, first-serve. DVDs, newer cameras, light kits, and media carts are subject to reservation.

Equipment checked-out to students must be returned on the same day of the check-out.

Students must have an equipment cage registration form on file and must leave a picture ID (need not be a MassArt ID as long as it's a picture ID) as collateral to check out equipment. Upon return of equipment the ID must be returned to the student.

Equipment checked-out to cage-monitors for their personal use must be returned on the next day of the check-out and must be approved by the studio manager prior to the check-out.



Equipment checked-out to faculty must be returned within one week of the check-out unless prior arrangements have been made with the studio manager. For high-usage items like media carts, projectors, etc. faculty must return the item the same day it was checked out.

Here is a walkthrough of the self-service check-out procedure. After you've made sure the item you want is not on the reservation grid (starts the week of 9/15), locate today's tab in the cage monitor's notebook. There are tabs for each day of the week. Locate a blank line on the form for today, if all the lines are filled, additional blank forms are available in the back of the notebook. Please note that here are detailed procedures cage monitors follow that is covered in another document, but this summary should suffice for faculty and staff self check-out and check-in. Below is a sample entry on the check-out/check-in form:

EMO NO	9/10	Cabrel (Mentor) John Doe	000006	epibay Digital Camera	S-105-DC	9/10 10:00PM	DT	9/10 11:00AM	DT
		①		②		③		④	

1. **Fill out today's date and your name**, SF faculty and staff do not need to include their ID number.
2. **Fill out a description of the item, and the barcode number**, which typically is in the form of something along the lines of "S-105-DC" which is located on all cameras, media carts, DVDs, etc. Some books at this time don't have a barcode, in this case, please describe the item in enough detail to know what it is. When a barcode is available, a simple description like "Digital Camera" will suffice, along with the barcode number.
3. **Write the date and time that the item is due back in the cage and initial.**
4. **When checking in equipment, please write down the actual date and time that the item was returned along with your initials.** If you re-file DVDs, please keep them in numerical order, and camera batteries should be pulled out and put on a charger. You can also leave the equipment on the cage monitor's table and they will put things back in inventory, but you must fill out the check-in form.

Keeping accurate records of everything going in and out of the cage benefits everyone.

When you reserve a media cart, for example, you want to know that it will be available when you need it. We will operate on the honor system (faculty and staff may check themselves in and out) as long as these procedures are followed. If they are not followed by everyone the consequences are simple: a lock will be placed on critical resources in order to stem the flow of items out of the cage without proper record keeping. This is highly undesirable as it will make it difficult to check-out items when the cage staff is not in the cage. So let's all play by the rules, especially since we're all on the same team.

This document is in flux and is subject to change based on feedback from faculty and staff. Any ideas on how to streamline this process? Contact the studio manager, David Tamés via email to david.tames@massart.edu or call 617.879.7298. Cage photo by Ben Chen.