

Subject: Media Equipment  
Policy Number: M20  
Date: April 25, 2003  
Revised:

#### POLICY:

Media equipment will be provided to support the academic program of the School. Equipment is not to be removed from its storage area except for instructional or professional use. The user is responsible for the equipment.

University owned equipment may not be borrowed for personal activities.

#### PROCEDURE:

Media equipment must be signed out each time it is removed. A log book will be provided for the name of the borrower, description of equipment, USC tag number (if applicable), date and location of use, and the date the equipment is returned. Use of media equipment for more than 24 hours must be approved at least 48 hours in advance.

Student use of media equipment outside the lab period will be approved on a case-by-case basis.

The student must adhere to the sign-out procedure for each lab and be held responsible for any damage or loss of equipment.