

**Grady College of Journalism and Mass Communication
Telecommunication Department**

Field Equipment Supply Room (FESR) check out/in guidelines

The FESR is located in Room 119

- 1) **Instructor** is responsible for teaching the **student** the proper handling and application of **FESR** equipment for appropriate course assignments.
- 2) **Instructor** provides the student with the standard "Statement of Responsibility" (SOR) form. SOR form is signed and dated by both instructor and student.
- 3) SOR forms are submitted to **FESR personnel** for registration/documentation purposes. This process must be completed **each semester the student is registered for a course requiring the use of FESR equipment**. The registration process **does not** cover an entire academic year.

Check out policies:

- 4) **Student** must present current UGA identification card to check out/in field equipment. **Instructor** determines duration (overnight, weekend, etc.) of the check out period.
- 5) **Student** who checks out equipment becomes the **student of record** and is responsible for using the gear properly and returning it on time. The **student of record** cannot depend upon another student to return the equipment.
- 6) After **student of record** receives equipment, he/she needs to immediately inspect it to make sure:
 - a. it is the proper equipment for their course and assignment
 - b. the equipment package, or kit, is complete (all parts accounted for)
 - c. the equipment is in proper working condition for the student's intended use.
- 7) **Student of record** must notify **FESR personnel** *before* leaving the check out/in area if there is anything missing or if there is a problem with the equipment.

Check in policies:

- 8) The **student of record** must inform **FESR personnel** about any problems experienced with the equipment and provide access for a visual inspection/inventory.*
- 9) If there are any missing/broken/defective components that were not noted during the check in process, **FESR personnel** will fill out a payment form (with available pricing information) and give it to the **student of record** for restitution payment to the Grady College Business Office. In addition:
 - a. **FESR personnel** are to immediately suspend the **student of record's** access to equipment and document the reason on the student's account
 - b. As soon as possible, the equipment will be physically tagged and flagged from the available check out inventory.
 - c. When the **student of record** provides a receipt for payment, **FESR personnel** will document the receipt number on the account and lift the suspension.

* Sometimes it may be necessary for the **student of record** to set up and demonstrate the working condition of the equipment (such as cameras/tripods) upon check out/in.

Effective: August 1, 2011