Equipment Checkout Policy

The Jeannine Rainbolt College of Education wants students, faculty and staff to have easy access and full use of the technology available through the Sandra O’Brien Computer Lab. However, it is not the College’s policy to provide students with a computer to complete class assignments at home. The computer lab and other technology is provided to supplement basic technology for members of the College within the confines of normal business hours and extended evening and weekend hours.

Legitimate Uses of the Lab Equipment
- Classroom use by instructor led classes.
- Completing classroom assignments outside of class.
- Research projects conducted in conjunction with instruction and research.
- Conferences, seminars, or presentations out of the building.

Eligible borrowers:
- Faculty, staff, or students of the JRCoE

Requirements for checkout:
- Current OU Sooner ID
- Active student, faculty, or staff status
- Signed release form on file
- Responsible person must be present at the time of checkout.

Details:
- Items due back at close of lab daily.
- No items are to be left unattended at any time.
- One (1) laptop, camcorder, or camera per person at a time. (exception to this is if a professor checks out laptops for an entire class of students)
- No software can be installed on the computers while in your possession.
- The JRCoE is not responsible for personal data loss.
- Items containing multiple components must be returned complete. Incomplete items will result in charges for replacing the missing items.
- Laptop computers will be checked for working condition at time of return. This could take up to 15 minutes so plan your time accordingly.
- You are responsible for equipment checked out on your student ID. This includes damage, theft, or loss.
- All equipment malfunctions or breakage must be reported to the IT Staff as soon as discovered at jrcoe_it@ou.edu.

Late return policy:
- An item is considered overdue if not returned before the lab closes the same day as checked out. (it is the responsibility of the borrower to verify the lab hours)
- Overdue items will incur a late fee of $5 per day for the first seven days and $10.00 per day thereafter until returned.
- After 2 weeks a hold will be placed on your user account and you will not be allowed to check out any additional items until the late items have been returned and the fees
have been paid. **In addition, a bill will be submitted to your OU bursar account and will result in a freeze for enrollment, transcript requests, and graduation paperwork.**

- Repeated delinquent items will result in suspension of lab checkout privileges.

**Reservations:**
- Reservations are encouraged at least 2 weeks in advance when possible.
- Reserved items will take priority over walk in requests.
- Classroom reservations will take priority over personal requests.
- If a reservation is not needed, please cancel as soon as it is known that it is not needed to allow others to use the items. Repeatedly making a reservation and not picking it up or canceling the reservation could result in suspension of checkout privileges.

**Key Cards:**
Key cards for access to classrooms and conference rooms in Collings Hall are checked out to individuals who have a valid need to use the rooms and only after receiving approval from your department chair, or the Dean’s office staff. This approval must be obtained in advance of your need to access the rooms. Approval should come in the way of an email from either your department head or Dean’s office staff to one of the IT Staff at jrcoe_it@ou.edu. The email should include the person’s name, contact information, and dates needed. Cards not returned will result in a $250 fee for replacement and reprogramming the locks.

**Policy Exceptions:**
Under special circumstances, a student, faculty, or staff can request an exception to the due date of this policy if the conditions below are met. The maximum extension period for an exception is 3 days, including the day of checkout, and weekends. Only 1 exception per person can be granted each semester.

- The borrower needs access to software or specialized equipment that is needed to complete a class assignment that requires use after hours, off campus, or over several days and is only available to them via JRCoE owned technology.
- Prior to the equipment checkout, the borrower contacts the director via email at jrcoe_it@ou.edu with the details of the request and includes the instructor in the email. The request should include the class name, name of instructor, description of software or equipment needed, and the start and end date of the extension period.
- The equipment needed is not reserved.