

## 2017-18 Policies

### Instructional Technology Center – Withers 307

The ITC is located in 307 Withers and has a limited number of technology items which are loaned to College of Education faculty, staff and students throughout the year. Items range from laptops, to iPads, to educational technology and specialized equipment. The ITC Staff can assist you with choosing the best piece of equipment for your academic or professional needs. The ITC has limited equipment, especially during times of high demand. For the benefit of all students and staff, **we strictly enforce these policies** to ensure that all patrons have equal access to our resources. **You must be a current Winthrop University student, staff, or faculty member in the College of Education to check out equipment.** The ITC reserves the right to refuse checkout to non-COE staff or students.

#### Equipment Reservations

Equipment reservations should be made as soon as possible to ensure equipment is available. Students, faculty, and staff members from within the College of Education may reserve equipment in several ways:

- Complete the Equipment Check Out form found on the ITC website at <https://www.winthrop.edu/itc> and email it to the ITC at [itc@winthrop.edu](mailto:itc@winthrop.edu)
- Call the ITC at 803-323-2136 to reserve equipment, then complete the form at checkout.
- Visit the ITC in person to fill out the equipment checkout form.
- During times when edTPA camera sets are being checked out, please look at the ITC website for the link to the SignUp Genius reservation information.

Reservations are entered into Worldshare by ITC staff to ensure the equipment is available. If the requested equipment is not available, the patron will be notified and alternate equipment will be suggested. (i.e. Chromebooks instead of laptops). If special software is needed on the equipment, please ask for that at least 48 hours in advance of the pick-up date. Software can only be added if the University has the appropriate licenses.

#### Equipment Check Out

- **A Winthrop ID and WU Number must be provided at the time of check out.**
- Equipment is to be used for academic and professional purposes only. Inappropriate use of equipment will result in check out privileges being revoked.
- A signature is required on the checkout form in order to acknowledge that the patron is responsible for any damage, loss, or late fees and that they understand the policies and fees for overdue or lost/damaged items.
- The ITC staff will prepare the equipment for checkout. This will include any necessary power cords, adapters, and cases.
- The ITC staff will make sure the patron is familiar with the item being checked out and will assist in teaching the patron how to use the equipment if needed. Please reserve 5-10 minutes during the checkout process for ITC staff to go through the equipment with you.

## 2017-18 Policies

### Instructional Technology Center – Withers 307

- **Patrons should inspect equipment at check out to make sure no damages are visible. Any damages should be reported immediately BEFORE leaving the ITC with the item.**
- Any fees charged for late or damaged/missing items will be billed to the patron's Winthrop account.
- Patrons are able to check out multiple items following the guidelines below:
  - Students may check out up to 10 items at a time.
    - For up to 4 items, no additional paperwork is required.
    - For 5-10 items, the student must obtain a signature from their Winthrop professor on the Classroom Set Checkout form located in the ITC, acknowledging the need for more than 4 items.
  - Faculty and Staff may check out as many items as are available. This does not apply to projectors. Due to high demand each semester, faculty and staff are limited to checking out no more than 2 projectors for conference use.
- **Items may not be checked out for longer than 7 days.**

Renewals may be made in person or by phone for up to an additional 7 days. Items may only be renewed once per 4 week time period. Please note that we may not be able to renew an item if it is reserved for another patron.
- **If renewals are asked for after the due date of an item, the patron will be charged a late fee for not returning the item on time.**
- Some items are reserved for specific programs and may not be available to everyone.
- **All items are due back to the ITC by closing time on the DAY THEY ARE DUE.**
- Please note that edTPA items fall under a different checkout procedure during the peak times during the semester. A SignUp Genius link will be posted on the ITC website during these times, where students will be able to sign up for equipment for a 2 week time period.

#### Equipment Check In

**Before checking items back in, make sure you have logged out of all apps, email accounts, or any other subscription based service.**

Upon return, equipment will be inspected for damages, so be sure to reserve 5-10 minutes when returning materials to wait while the ITC staff inspects the items. A signature will be required by the patron when the equipment is returned noting whether items were returned in good working order or not.

## 2017-18 Policies

### Instructional Technology Center – Withers 307

#### Late Fees

The ITC has limited equipment, especially during times of high demand. For the benefit of all students and staff, **we strictly enforce late fees** to ensure that all patrons have equal access to our resources. **Items can be checked out for 7 days.**

**All items are due back to the ITC by closing time on the DAY THEY ARE DUE.** Items not received by closing time on their due date will be considered late. Patrons will be reminded through the Worldshare system to return equipment one day before their items are due, and also on the day that their items are due. Additionally, patrons will receive emails from ITC staff and the Worldshare system once an item is considered at least one day late.

Patrons with late equipment are subject to a fee of **\$10.00 per business day, per item set** checked out. Should you have equipment that is checked out as a set with multiple pieces, the \$10.00 includes the bag and any additional items such as chargers or cables that are part of the set. **If you return equipment with any piece missing, you are still subject to the full \$10.00 late fee.** Late fees will begin to accrue when the ITC opens on the first business day AFTER the equipment is due. Once late fees reach \$100 (or are 10 business days late) the item will be considered lost and the FULL AMOUNT of the item's replacement cost, including tax and shipping, will be billed to the patron's Winthrop account. See the list of estimated replacement costs below.

#### Renewals

**Items may not be checked out for longer than 7 days.**

Renewals may be made in person or by phone for up to an additional 7 days. Items may only be renewed once during a 4 week time period. After an item has been renewed once in a 4 week time period and has been returned, patrons may not check out another piece of equipment that is similar to, or the same as, the equipment they returned so that we can be sure to have equipment available for all patrons. Please note that we may not be able to renew an item if it is reserved for another patron.

**If renewals are asked for after the due date of an item, the patron will be charged a late fee for not returning the item on time.**

#### Estimated Replacement Costs

Laptop/ Chromebook	\$300-\$1300 depending on age and model
iPad	\$500
Camcorders	\$300
Microphone sets	\$300
Swivl	\$300
iPod	\$250
Chargers	\$20-80 depending on model

## 2017-18 Policies

### Instructional Technology Center – Withers 307

If a replacement item has already been purchased, **no charges can be reversed, even if the original item is returned.** If the item has not yet been replaced, however, then only late fees will be applied to the patron's Winthrop account.

**Note: Patrons who return items late more than twice during a semester will no longer be allowed to check-out equipment for the remainder of the semester.**

#### Damaged Equipment

If damages are found when the equipment is returned, the patron will be charged for those damages based on the severity of the damage. If the item can be repaired, then the patron will only be billed for that amount. If the item needs to be replaced, then the patron will be responsible for the full cost to replace the item.

#### Non-Inventory Items

The ITC has a collection of Assistive Technology devices, Journals, and other educational materials. These items can be checked out for up to 7 days. Please note that some items, like the Praxis study materials, need to stay in the ITC while being used. For items that stay in the ITC, your Winthrop ID or Driver's License will be held until you are finished using the items.

#### Library Books

The ITC has a collection of educational books catalogued by the DACUS Library for staff and students to borrow. Regular library procedures also apply to the ITC library. To reserve a book, patrons may log in to the Dacus Library system and find the book they need. There will be an option to hold the book. If the book is checked out by another patron, the individual who put a hold on the book will be informed as soon as it is available. In order to check out a book, patrons simply need to provide their ID at the time of checkout. Books may be checked out for the entire semester.

#### Extenuating Circumstances

We realize that there are times when there might be a circumstance that requires some flexibility in our checkout procedures. Please contact the ITC Director if you need to discuss a circumstance that requires additional checkout time.