Items Available to Checkout:

- Laptop
- Laptop/ Projector Cart
- Data Projector
- TV/VCR – DVD Cart
- DV Camera/Tripod
- P/A System
- Digital Camera
- Overhead Projector
- Easel/ Flip Chart
- Other

Equipment Borrowing Policy

Overview: Cosumnes River College Media Services lends laptops, cameras, and other audio-visual equipment to faculty, staff, and administrators for activities to support the educational programs of the College. Equipment is to be used for such related activities only, and other commercial uses of the equipment are prohibited. All faculty, staff and administrators are responsible for ensuring that the equipment is used in an effective, ethical, secure, and lawful manner. Computers and other client hardware devices are the property of Cosumnes River College and their use is governed by the Los Rios Community College District Computer Use Policies and Regulations (7800 and 8800).

Contact Us: Online reservation form: http://web.crc.losrios.edu/dems/classmedia/mediares.htm
E-mail Media Services at mediac@crc.losrios.edu
Call Joe Campbell or Jim Lovett at 7371, Dan Green at 7280, or Gilbert Aguilar at 7149
Come by Media Services in L- 125 during regular business hours
Mon-Thurs. 7:30 am - 9 pm, and Fri. 7:30 am – 2 pm.

Computer Equipment Borrowing Guidelines

- Laptop and other equipment check-outs are available by reservation and on a first-come, first-served basis.
- Only current Cosumnes River College faculty, staff, and administrators may check out multimedia equipment.
- It is advisable to contact Media Services and reserve the item at least 48 hours in advance. We will attempt to provide equipment for urgent reservations, but availability cannot be guaranteed without advance notice.
• Assistance with laptop and projector setups, or assistance with broadcasting, recording or projecting, is available during Media Services normal business hours for campus presentations. Arrangements should be made at least a week in advance and are subject to hardware and staff availability.

• If an item is required for more than 24 hours, special arrangements should be made with Media Services.

• Special software needs should be submitted two weeks in advance and are subject to licensing, availability and hardware requirements.

• All equipment must remain on campus without specific permission from the Vice President of Administration. Borrower should submit the “Permit to Take Equipment off Campus” form at least two weeks before equipment is needed to allow time for signatures.

• Faculty and staff should personally pick up and drop off equipment in Media Services, L-125 during normal business hours, unless delivery and setup arrangements are made in advance.

• Please return equipment directly to Media Services Staff in L-125 at least fifteen minutes before closing.

Conditions of Use:

• The borrower agrees to delete any files saved or downloaded to the borrowed computer. If files are stored on the computer for any reason, it is the user’s responsibility to make a copy of the files they wish to save prior to returning the computer, then remove their personal files from the borrowed system. Media Services will not save files for users.

• Any high risk data shall not be stored on a client hardware device that is not fully encrypted.

• The borrower agrees and understands that Cosumnes River College assumes no responsibility for loss or damage to borrower’s personal property or files through the use of the computer or other equipment.

• Computer borrowers may not add, delete, or change any programs, applications, files, or settings residing on the borrowed computer and must abide by the LRCCD policies and regulations on technology use.

• Each borrower is responsible for computers, peripherals, or any borrowed equipment checked out in their name, and may be held liable for any lost, stolen or damaged equipment.

• The borrower should NOT leave a laptop, camera, or any equipment unattended. Treat equipment with care to avoid both physical damage and exposure to malicious software.

• The borrower should immediately report any equipment problems to Media Services (691-7371 or 691-7149).