
ACES Media Commons – Agreement Terms

The College of ACES provides educational resources through the Media Commons, located in room 028 of ACES LIAC. The room is only available for use during ACF lab hours. The room is a recording studio consisting of microphones, cameras, green screen, and an editing station. To obtain equipment loans, receive assistance, and make reservations for the Media Commons, visit The Help Desk in room 024 LIAC.

Procedures, Policies, and Guidelines

The ACES Media Commons was created for the students, faculty, and staff of the College of ACES, but is open to everyone in the University. Reservations made by University classes will take precedence over other reservations.

Reservations must be made before the use of any equipment. YOU MUST PRESENT YOUR VALID I-CARD FOR ALL TRANSACTIONS AT THE HELP DESK. This includes making reservations and picking up or returning equipment. When returning items, be sure to stay at the Help Desk until the attendant identifies your returns and checks them in to avoid having items remain as your responsibility.

Please be aware that you are liable for the replacement cost for any loan item or Media Commons resource you use from the College of ACES.

YOU MAY NOT USE ANOTHER PERSON'S I-CARD AND CANNOT AUTHORIZE ANYONE TO USE YOUR I-CARD. You cannot obtain equipment intended for use by someone else. Your I-Card privileges are not transferrable, and you are responsible for all items loaned to you.

You will be assessed a LATE CHARGE of \$15 per day (cash or check payable to "University of Illinois") for each item not returned on time. Equipment loan times vary; it is your responsibility to know when items are due. **MAX CHECKOUT TIME IS 48 HOURS.** However, items may be available for shorter- or longer-term loans. **here are no renewals.** Your returned item (if not reserved) requires a 30-minute 'waiting' period before you can check it out again.

Any use of the Media Commons is stopped 15 minutes before the lab closes. This is to ensure we can close the room and account for all equipment before closing time.

The College of ACES and its staff are not liable for damage to a user's personal equipment, materials, or supplies for any reason. The College of ACES and its staff cannot be held liable for lost time or the unavailability of malfunctioning equipment. Know your equipment well before proceeding. If you are in doubt about any function or procedure or encounter a problem, **please ask for assistance before continuing.** Attendants will answer your technical questions to the best of their abilities or may refer you to your instructor or another staff member, but **the College of ACES and its staff cannot be held liable for the consequences or the outcome of suggested solutions to questions or problems.**

Failure to comply with any procedure or policy may result in the loss of reserve/loan privileges.

Agreement Terms for Use of resources and Equipment

By using the ACES Media Common's resources and equipment, I agree to the terms and conditions stated below. I understand that this agreement is binding for all resources and equipment I use during the semester.

- 1. I agree to use each item only for educational pursuits and class assignments and for no other purpose.*
- 2. I agree to keep and use items in a safe manner, and I am completely responsible for them at all times.*
- 3. I agree that I am fully and financially liable for the repair or current replacement value of any equipment damaged or taken and not returned.*
- 4. I agree that I will use each item properly and only in the manner for which it was designed, and that I have received adequate training and instruction on how to operate the equipment or resource before attempting to use it.*
- 5. I will examine each of the items I use before leaving the ACES Media Commons, and I will make sure they are in good operating condition.*
- 6. I agree to return each item by the specified time and due date, and understand that I can be charged when items are returned late.*
- 7. I hold the University of Illinois, the College of ACES, and its employees not liable from any and all claims arising from my use or possession of Media Commons equipment.*

Name: _____

Date: _____
