



Equipment Checkout

The Morgridge College of Education has several types of equipment available for faculty, staff, and students to checkout from the Technology Team. This equipment is shared among all MCE faculty, staff, and students. All equipment is housed in KRH 210. Equipment available to checkout includes:

Quantity	Video Equipment	Checkout Period
6	Video Camera (Digital/Still)	3 days maximum
6	USB HD Webcam with Software	3 days maximum
2	Video Camera (Handheld Tape*)	3 days maximum
8	Tripod	3 days maximum

* Tapes are not provided and must be purchased at the DU Bookstore

Quantity	Audio Equipment	Checkout Period
3	Digital audio recorder	3 days maximum
1	Digital Conference Mic	3 days maximum
2	Tape Recorder (standard)	3 days maximum
2	Transcriber (standard)	3 days maximum

Quantity	Other Equipment	Checkout Period
10	Laptops	3 days maximum
12	Various MAC/IPAD adapters	3 days maximum
2	Portable LCD Projector	3 days maximum
3	Teleconferencing Phone	3 days maximum
1	Digital Camera	3 days maximum
4	Smart Response Clickers	3 days maximum
2	Promethean Response Clickers	3 days maximum
4	Smart Slate	3 days maximum
2	Promethean Slate	3 days maximum
4	Document Camera	3 days maximum
15	Various cables and connectors	3 days maximum

Checkout Policy

Equipment is available for checkout for a three-day period. To check out equipment, please visit KRH 210 and complete an Equipment Checkout form which includes your name, DU ID, email address, phone number, and signature. The individual signing the checkout form will be held responsible for the equipment's return and any damages the equipment receives.

The three-day timeframe is meant to ensure that all students/faculty/staff can access necessary equipment for classes, events, or immediate needs that arise. If needed, equipment may be checked out for four consecutive three-day periods.

Equipment that is returned late, damaged, or lost will result in an infraction. If an individual receives two infractions within a six-month period, s/he will no longer be able to checkout equipment for six months. After six months, the individual is free to checkout equipment.

Checkout/In Times

Equipment can typically be checked out or checked back in during the room 210 computer lab's operational hours which are subject to change dependent on academic term. Normal operating hours during an academic term are 8:00 a.m. to 7:30 p.m. Monday through Friday and Saturday 9:00 a.m. to 2:00 p.m. in KRH 210. For your own convenience, however, please contact the Technology Team at extension 1-3222 before going to KRH 210 to obtain or return equipment. This may save you time, in that you can confirm that someone is there and that the equipment you want is available.

Equipment Inventory and Replacement

An equipment inventory is completed annually. University property may not be removed from the premises without prior approval of the Dean. Failure to return equipment or failure to pay for damages to equipment can result in a withholding of your diploma until the matter is settled.

Inventory Changes

Inventory can be added, changed, or removed at the discretion of the Technology Team. If you need equipment for course related projects, that MCE does not have. Requests must come from the department chair person and can be purchased if deemed a quality usable product. Please allow 4-8 weeks for research, ordering and adding to inventory.