Media Services Reservation and Borrowing Procedures

Students, faculty, and staff are able to borrow Media Services devices/equipment for a loaning period specific for each type of device/equipment. In order to borrow the device/equipment, you must provide:

- A current and valid Albright College identification card
- A personal phone number at which you can be reached

This is the only acceptable form of identification. If you are a student picking up a device/equipment under a faculty or staff member's name, they must contact Media Services in advance of your visit to make arrangements with us. Upon receiving the device/equipment you will be notified of the date that the device/equipment needs to be returned.

To view information on Media Services devices/equipment you can go to the Media Services Device page for links to the device owner’s manual. You will also find information on the devices rental period and Albright created documentation for the devices.

Making Reservations through Media Services

Reservations for equipment pick-up or equipment setup should be made at least 3 days before you plan to pickup or use the equipment for an event. Media Services cannot guarantee the availability of any of our equipment.

To reserve equipment through Media Services for a specific date or event, you can:

- Call the IT Help Desk at 610-921-7676
- Use the Media Services Equipment Reservation form
- Come to the IT Help Desk in person

After submitting your filled out form or talking to us on the phone or in person, you will receive:

- An email to notify you that the reservation has been made
- Verbal acknowledgement from the IT Help Desk notifying you that your reservation has been made.

If the device you have requested in not available on that date we will let you know that you need to reschedule your reservation date.

Media Services Responsibilities

Media Services is responsible for AV equipment setups that take place within classrooms during class hours. Any request for AV equipment being used for an event that takes place outside of a classroom setting or inside a classroom but outside of class hours should go to the Facilities
Department. You can submit a request through facilities by going to albright.edu/facilities/forms and submitting an “Event Set Up Request”.

**Media Services Patron Responsibilities**

While in possession of borrowed devices/equipment the student, faculty or staff member is responsible for returning the device/equipment in the same condition in which it was checked out, except for low battery power and normal wear and tear. If you have used the device/equipment for an event, we ask that you, as the responsible borrower of the equipment, either call the IT Help Desk or Media Services number to let us know that the event is over and that we can pick up the equipment, or that you have taken the equipment with you and stored it in a secure area of campus where no one has access to it and notify us of where we can pick up the device/equipment. Any damages or, if necessary, replacement costs are the responsibility of the borrower.

The borrower is also responsible for returning the device/equipment on the date specified when you borrowed the equipment. If the device is not returned to Media Services on the date that was specified when you borrowed the device/equipment, you will receive an email in your Albright email account and a phone call letting you know that the device should have been returned and has not been. If you do not return the device by the end of the day, you will receive an email the next day notifying you that the device is still marked as overdue along with a message that states that a five dollar overdue charge is being added to your student account. For every day after that, if the device is still not returned, you will receive another email and another five dollar overdue charge on your student account. If the device is marked as overdue for more than 2 weeks and we have not had any contact with the borrower of the equipment, the borrower may be charged for the full price of the device plus any overdue charges that have accumulated over the past two weeks. Media Services devices/equipment can be returned during our regular hours which are posted on the web site.