

In accordance with BSU guidelines and the Office of Risk Management, beginning Fall 2020 UMS Equipment Checkout will be providing equipment on an appointment only basis and all reservations must be completed via the following [link](#). Return times default to the Tuesday or Thursday following the scheduled pick-up, and match initial pick-up time. For everyone's safety, masks will be required when picking up and returning equipment.

Faculty must email the UMS Equipment Resource Coordinator with the standard authorization form found [here](#) in order to activate student access to equipment.

There will be an alteration to provided services as follows:

I. REDUCTION OF PROVIDED EQUIPMENT

- a. To reduce equipment exposure to COVID-19 the UMS Equipment Checkout facility will be offering equipment after it has been properly sanitized. We anticipate equipment to be put back into circulation within three to four days of return.
- b. This will result in less available equipment and faculty are encouraged to take this into consideration within their curriculum(s).
- c. "Large" reservations are to be avoided when possible and will require the Department Chair to provide written authorization, emailed to [umscheckout@bsu.edu](mailto:umscheckout@bsu.edu). "Large" reservations are defined as the utilization of 3+ average-sized carts to transport.

II. CHANGE OF PICKUPS/RETURNS

- a. PICKUP of reserved equipment will be permitted **MONDAY, WEDNESDAY, and FRIDAY** of each week, by [appointment](#) only.
- b. RETURNS will be accepted **TUESDAY** and **THURSDAY** of each week, and default to the time of PICK-UP.
  - i. I.E. a Monday 4:10p pickup is due Tuesday at 4:10p
  - ii. I.E. a Friday 4:10p pickup is due Monday at 4:10p
- c. Breaks/Holidays will not alter the rotation above.

III. HOW TO RESERVE EQUIPMENT

- a. **Reservations must be requested with a minimum 24-hour advance notice.**
  - i. Requests to reserve with less than 24-hour notice will be moved to the next available pickup day.
  - ii. **Requests for Monday pickups are greatly encouraged to be received by 4:00 pm Thursday in order to increase the likelihood of complete reservation be met.**
- b. Authorized students, as well as faculty and staff, are to complete their reservation requests [here](#). Failure to provide complete and accurate information in the initial request will result in the delay of requested pickup day and time.
  - i. **RETURN TIME OF EQUIPMENT** defaults to following Tuesday or Thursday, AT THE SAME TIME AS PICKUP, unless otherwise requested, discussed, and confirmed by UMS Equipment Resource Coordinator, or Checkout Assistant.
  - ii. **TIME OF PICKUP**
    1. Failure to arrive at agreed upon time could result in lines, risking the safety of others and resulting in cancellation of the reservation.
    2. Please be advised that extenuating circumstances may result in a delay in pickup and customer will be asked to wait in a designated location in the event of unforeseen delays.
  - iii. **EQUIPMENT REQUESTED must match [authorization list provided by student's Instructor](#).** No equipment absent from provided lists will be provided to students.

- iv. Reservations do not guarantee equipment will be available at the specified time. In the event of equipment being unavailable, the customer will be contacted via provided email and options will be discussed. Customers are encouraged to remain vigilant to their emails.

#### IV. HOW TO PICK UP EQUIPMENT

- a. *Customers bringing help to carry equipment are to station their help outside the front entrance of BC 194. These individuals are not permitted entry to the facility and will wait to receive equipment after the reserving customer has followed the below process. Social distancing while outside BC 194 is mandatory.*
- b. Customers are not permitted to enter the front door (BC 194) of the facility.
- c. Customers are to wait outside the rear door (BC 185), while exercising social distancing within the marked spaces. No more than four customers are to be in this hallway at any given time.
- d. A UMS Checkout Assistant will request your name and verify your **BSU ID** upon arrival and escort you within the facility.
- e. Customers will sign for equipment (bringing a personal pen is highly encouraged), take their equipment, and exit through the front door (BC 194).
  - i. Testing of equipment prior to departure, is permitted in a designated editing bay.

#### V. HOW TO RETURN EQUIPMENT

- a. *Customers bringing help to carry equipment are to station their help outside of the front entrance of BC 194. These individuals are not permitted entry to the facility and will wait until the reserving customer has followed the below process. Social distancing while outside BC 194 is mandatory.*
- b. **Customers are to arrive on the Tuesday or Thursday following their scheduled PICK-UP of equipment, and during the same previously scheduled 10-minute block.**
  - i. I.E. a Monday 4:10p pickup is due Tuesday at 4:10p
  - ii. I.E. a Friday 4:10p pickup is due Monday at 4:10p
- c. Customers are to wait outside the front door (BC 194), while exercising social distancing within the marked spaces.
- d. A UMS Checkout Assistant will collect your name and verify your **BSU ID** upon arrival and escort you within the facility.
- e. Customer is to wait at the designated location while their equipment is checked back in.
- f. Once verified, the Customer will be permitted to sign off on their slip (bringing a personal pen is highly encouraged) and exit the facility through the back door (BC 185).
- g. No reservations for future equipment will be taken at this time.

#### VI. FAILURE TO COMPLY

- a. The UMS Equipment Checkout staff remain dedicated to providing equipment to authorized students, staff, and faculty with respect to all parties' health and safety. Individuals failing to demonstrate social distancing, failing to adhere to reservation policy, or otherwise creating an environment of hostility in respect to these altered procedures may be denied equipment indefinitely.

Note: Alteration of procedures may be necessary depending on the health and availability of UMS Equipment Checkout Staff.