

Duquesne University
McAnulty College and Graduate School of Liberal Arts
Journalism and Multimedia Arts Department

Policy for Reserving Multimedia Equipment

This Policy pertains to the reservation of all multimedia equipment through the Journalism and Multimedia Arts Department in the McAnulty College and Graduate School of Liberal Arts. The provisions stipulated below must be strictly adhered to by all Journalism and Multimedia Arts students, faculty, and staff reserving and using any equipment belonging to the Journalism and Multimedia Arts Department.

1. All equipment is the property of the Journalism and Multimedia Arts Department.
2. Persons reserving the equipment must be currently registered in or employed by the Journalism and Multimedia Arts Department
3. This reservation form must be currently registered in or employed by the Journalism and Multimedia Arts Department.
4. This reservation form must be filled out stating the dates, times and reasons for borrowing this equipment and where this equipment is to be used. Under no circumstance may any equipment borrowed from the Journalism and Multimedia Arts Department premises to be used by anyone other than the person signing it out.
5. You will be held responsible for any damage or missing equipment.
6. Equipment must be returned on time. A late fee of \$50.00 a day will be enforced.
7. All fees will be applied to your Duquesne University student account.