

UBC Classroom Services administers the audio/visual equipment installed in the classrooms. If the equipment is not working properly, please contact:

UBC Campus Audio/Visual Help Desk  
Phone: 604-822-7956  
Email: [av.helpdesk@ubc.ca](mailto:av.helpdesk@ubc.ca)

If you need to rent equipment, UBC Media Group provides a range of products. If their equipment is not working, please contact:

UBC Media Group  
Phone: 604-822-5579  
Email: [mediaav@interchange.ubc.ca](mailto:mediaav@interchange.ubc.ca)  
Web: <http://mediagroup.ubc.ca>

### **UBC Department of Mathematics Policy for Lending and Use of Department Equipment**

The Department of Mathematics has purchased equipment for use by its members (e.g. projectors, laptops, etc.). These are owned exclusively by the Department, and has sole discretion on their use.

This document sets out the Department's policy on the eligibility and responsibility of borrower, and the proper use of the borrowed equipment.

#### **Eligibility:**

Department members are always eligible for the use of Department resources subject to availability. Furthermore, Department members will always have priority over non-Department members.

Non-departmental users are eligible only for emergencies. **Coming unprepared by not bringing your own equipment does not constitute an emergency.**

#### **Acceptable use:**

The use of Department equipment must be for educational or research purposes only, consistent with the mission of the University. It may not be used for personal or commercial purposes without prior approval.

All relevant laws and usage policies apply, including but not limited to applicable Federal, Provincial and local by-laws, University policies, and the Department's Acceptable Use Policy.

Furthermore, borrowed equipment must not be altered in any way, including but not limited to

- installation of software
- installation of peripherals other than portable storage devices, such as USB memory sticks.
- manipulation of equipment inconsistent with "regular" use.
- removal of installed parts.

**Registration:**

All users must register their use with the Department Office Staff. All users must agree to the usage policy by signing the register that will record the borrower, time and date of use and return. Any problems with the borrowed equipment must be reported promptly to the Office Staff.

**Support:**

There is no implied support included with the use of borrowed equipment by non-Department users. Equipment is provided as-is.

**Responsibility for damage, theft or loss:**

The borrower must return the borrowed item in the same state as when they borrowed it. The borrower assumes the responsibility for any costs to replace or repair the item owing to damage, loss, theft or any other reason.