

UBC Classroom Services own the equipment that is installed in the classrooms. If the equipment is not working, please contact:

Octavian Jurca
Office #2-0731
Cell #604-209-1129
ojurca@interchange.ubc.ca

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

Vincent Leung
A/V Technician 604-822-5579
mediaav@interchange.ubc.ca
Web site: <http://mediagroup.ubc.ca>

UBC Department of Mathematics Policy on the Lending and Use of Department Owned Equipment

Preamble:

The Department of Mathematics has purchased equipment for use by its members (e.g. projectors, laptops, etc.). These are owned exclusively by the Department that has sole discretion on its 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. **Non-departmental users not coming prepared by bringing the necessary 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, no alterations of borrowed equipment must be attempted. Forbidden alterations may include

- 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.

Note:

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 bear the cost of replacement or repair due to damage, loss, theft or any other deprivation of the borrowed item.