Summary/Purpose: The purpose of IT Media is to provide UM faculty and staff with convenient access to current and well-functioning multimedia equipment for use in their professional endeavors.

USAGE GUIDELINES

All reservations should be made through the IT Media website, www.olemiss.edu/itmedia, and should be submitted at least two (2) business days in advance of the day/time the equipment is needed. We will make every effort to satisfy requests that are made without adequate advance notice; however, we cannot guarantee that these requests will be met.

Deliveries, pick-ups and returns will be handled during weekdays between the hours of 8am and 5pm. If equipment is needed prior to or at 8am, then the requester should plan to have it delivered or to pick it up on the previous day.

Individuals who choose to pick up equipment rather than have it delivered may do so at the IT Multimedia office or at the Faculty Technology Development Center (FTDC). All equipment that is picked up rather than delivered should be returned to the pick up location.

All equipment that is picked up rather than delivered should be returned to the FTDC. There will be a late fee assessed if equipment is not returned on time. If the end of the three (3) day maximum check-out period occurs on a weekend or holiday, then the return deadline will be extended to the morning of the next working day. Please note that this late fee only applies to equipment that the user picks up and returns himself; it does not apply to equipment that is to be delivered and picked up by IT Media.

Equipment may be kept for three (3) days at no charge. Equipment that is needed over an extended period—more than three (3) days of use—will have a fee assessed; the per day fee for each day after the first three days will be 1% of the replacement value of the equipment. For example, if a $3500 projector is needed for three days, then there is no charge. If it is needed for five days, then a $35 per day fee will be assessed for each day over three, in this case $70.

Note that for-profit projects (conferences and camps) and externally funded units may also make use of IT Media services; however, they will be charged usage fees for each day that the equipment is needed.

If reserved equipment is no longer needed, an e-mail message must be sent to itmedia@olemiss.edu prior to the delivery/pickup date so that the equipment may be placed back into the checkout pool. A fee will be assessed to any person who fails to cancel their request.

There will be no deliveries to buildings that are off-campus or to buildings that do not have adequate handicap access; however, individuals in these locations may reserve IT Media equipment and transport it themselves.

Any damage done to equipment while in the possession of the requesting unit will be the financial responsibility of that unit.