

MEDIA RESOURCES CENTRE REQUIREMENTS & GUIDELINES FOR EQUIPMENT DISTRIBUTION REQUESTS

- A consultation with Mark Canning, Media Resources Coordinator, is required to initiate the process. Email mcanning@ecuad.ca or call (604) 844-3829. This will help to ensure that all immediate concerns, such as available space, are addressed early on.
- Only department technicians can request for equipment distribution. If you are faculty or staff in need of this service, please reach out to your department techs.
- For safety reasons, circulating kits should not exceed **35 lbs** in weight and must meet WorkSafeBC [recommendations](#).
- The requesting area must provide all pieces for a complete kit, including a suitable case (hard cases like Nanuk or Pelican are recommended), any peripherals required for the kit, as well as content sheets and quick guides. Provide rolling cases for large/heavier equipment. Consider breaking up the kit into multiple cases if it is too big or heavy.
- The requesting area must be able to provide an in-depth workshop to Media Resources technicians prior to circulation.
- The requesting area must also be able to provide technical instruction on the operation of the equipment to students and faculty. Media Resources staff cannot provide instruction beyond basic operation. Please also indicate the designated technician(s) to contact regarding questions or concerns about the equipment.
- The requesting area must provide information on the access rules of the equipment to distribute. For example, class list if equipment is tied to courses or authorisations if the equipment is restricted.
- The requesting area is also responsible for repairs to the equipment and replenishing consumables. This may include inspections of the equipment as requested, the ordering of parts, as well as sending the equipment for repair.
- The intake of new equipment into the department for distribution can take up to 3-6 months. The optimal time for Media Resources to kit and label equipment is during the summer semester.
- If space is limited the requesting area may be asked to take old equipment out of circulation to make space for incoming equipment. Equipment that has not circulated for over a year may be given back to requesting area. Media Resources cannot accommodate long term storage.
- The requesting area should collaborate with Media Resources in advertising new equipment to the Emily Carr community.
- **The requesting area must provide the following:**
 - Name of equipment including make and model.
 - Serial number for each piece of equipment.
 - Weight of the equipment.
 - Value of equipment. (Purchase price or replacement value, whichever is higher).
 - Purchasing vendor.
 - Date of purchase.
 - Expected life span of equipment before replacement (in years).
 - Provide a manual/instruction guide in PDF format.
 - Is equipment all-access or restricted? If restricted, provide details.

**MEDIA RESOURCES CENTRE
EQUIPMENT DISTRIBUTION REQUEST FORM**

Name of Requestor:	ECU ID Number:	ECU Email:
Department and Position:	Signature	

EQUIPMENT INFORMATION

Item Name:	Make:	Model:	Serial Number:	Value:
Weight:	Vendor:	Purchase Date:	Life Span:	Quantity:
All-Access: <input type="checkbox"/> or Restricted: <input type="checkbox"/>		If Restricted, provide details:		

Item Name:	Make:	Model:	Serial Number:	Value:
Weight:	Vendor:	Purchase Date:	Life Span:	Quantity:
All-Access: <input type="checkbox"/> or Restricted: <input type="checkbox"/>		If Restricted, provide details:		

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