

ATC Microphone Check Out Use and Protocols Agreement

Availability and terms of checkout

Microphones to check out will be available at the Academic Technology Center (ATC) PLS 237. Check out is by semester. If you will be teaching in the same room in the Spring semester you may renew your checkout via email. All microphones must be returned by the last day of the Spring Semester for inventory purposes.

Contact Miriam Edwards the ATC Admin Analyst at miedwards@fullerton.edu or 657-278-3785

General Information

- Microphones are only operational in the assigned classroom.
- Each microphone comes with a battery. You are responsible for additional batteries.

Financial Responsibility

Users are financially responsible for microphones in their possession. It is the faculty member's responsibility to take appropriate precautions to prevent damage and/or loss/theft of his/her microphone. The cost of repair/replacement will be paid by either the individual user or their department.

- If the microphone is lost or stolen it must be reported to police.
- Please have the police report number available when calling the ATC to report the loss.
- The cost to replace the item will be the **current** cost required to purchase a similar microphone.

Training

No training is necessary. Users simply turn on the podium system as normal, then turn on the microphone. When not in use the user should turn off the microphone. **If you encounter problems using your microphone, you must call the number for Classroom Support posted in your classroom.**

Legal Information

You must not use your microphone to violate any state or federal law or to violate any CSU or CSUF University policy. You may not use the microphone for any non-education commercial purpose.

The above provisions are subject to revision by CSUF. You will be informed of any changes. In the event of revisions to the protocol you agree to conform to the revisions or to return your microphone to CSUF.

I acknowledge that I have read the above and I will follow these protocols.

_____ Mic Number _____ Room: _____
Print Name

Signature date

Circle Semester: Fall/Spring