

Supersedes: Policies 1205 (2/1985), 1210 (11/1972), 1215 (11/1972), 1220 (2/1985), 1225 (2/1985)

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USE OF INSTRUCTIONAL DEVELOPMENT EQUIPMENT, FACILITIES, AND SERVICES

I. INTRODUCTION

The following principles were developed to guide the allocation and use of Instructional Development equipment, facilities, and services. This document also serves to define liability in the case of equipment being damaged or lost, as well as maintenance of instructional development property.

II. SCOPE

It shall be the responsibility of Instructional Development to determine the appropriate use of its equipment and related media on and off the UCSB campus.

III. PRINCIPLES

A. Instructional Use:

The first priority for the assignment of Instructional Development equipment, facilities, and services is to support instruction on the UCSB campus. As funding permits, Instructional Development will provide service at no charge to campus academic departments during the regular academic year in order to support any course in the location, and at the time, listed in the current UCSB Schedule of Classes. Production services for the creation of course materials will be provided on a cost recovery basis.

B. Non-Instructional University Administrative Use:

Depending upon the availability of labor, facilities and equipment, Instructional Development will support non-instructional campus requests for services. Services provided will be charged at the current, published rates as made available by Instructional Development. Non-instructional university administrative use can include grants for research, recognized extra-curricular activities such as publishing, non-departmental instruction such as special seminars or lectures, off-campus organizations and other uses not directly associated with regularly scheduled teaching-learning activities as part of the curriculum. University Extension and other agencies on campus that derive their income independently from University funds will also be charged for services at the current rates.

C. Student Use

As workload permits, Instructional Development will support student work. Undergraduate student groups must first gain the approval and signature of the Office of Student Life or the Dean of Students and Associated Students advisers prior to seeking Instructional Development services. Additionally, an officer of the student group must assume full fiscal responsibility for any rented equipment. Services provided will be charged at the current, published rates as made available by Instructional Development. Charges can be paid by sponsoring faculty, academic department, or student.

D. Use by Non-University Related Agencies

As workload permits, Instructional Development may support non-University related agencies if the equipment requested is not available for rental from a commercial source

in the community. Services provided will be charged at the current, published rates as made available by Instructional Development. The equipment must be supervised and/or operated by an Instructional Development employee. Transportation or a University vehicle must be provided for the operator or its rental will be charged to the client.

E. Limitations on Services

Before media, in any format, can be distributed, recorded, or copied using Instructional Development equipment, the source and content of that media must be disclosed, and must not be in conflict with the present University guidelines or laws pertaining to the use of such material. Instructional Development is obligated to refuse equipment use or services when an infringement of copyright or other law or policy is apparent or implied.

F. Liability

1. Cancellations

When instructional users, as listed in the Schedule of Classes, cancel services, the cancellation will be reviewed by the Executive Director of Instructional Development to determine payment of rental costs.

When non-instructional users cancel services, the requesting department, student, or agency will be liable for all charges for equipment, supplies, and labor involved in preparation, rehearsal, performance, and clean-up when a production or presentation is canceled. Charges for materials, including media, and charges for personnel will be made at current recharge rates.

2. Replacement of Stolen or Damaged Equipment

Equipment which has been rented out will be the responsibility of the renter from the time it is checked out from Instructional Development to the time it is checked in at the issuing office. When loss or theft or damage occurs, the borrower shall be liable to:

- Provide funds which will be used to purchase new replacement piece(s) or equipment, at the full purchase price to the University, or
- Provide funds which will be used by Instructional Development to repair any damaged portion of the equipment.

G. Maintenance

Maintenance of audio-visual type equipment which appears on departmental research inventories will be conducted by Instructional Development Media Equipment Technical Services. The costs of such maintenance will be recharged at current rates to the department to which the item is assigned.

Facilities Management will be responsible for the maintenance of Instructional Development buildings, including Buchanan Hall, Campbell Hall, IV Theaters, Embarcadero Hall and Kerr Hall except in those areas designated as high security and where access is restricted. In such areas, it will be the responsibility of the Instructional Development staff assigned to such areas to maintain these areas on a day-to-day basis. When rooms, walls, floors and windows deteriorate in upkeep, the assigned staff will request a special work crew to maintain the area.

IV. RESPONSIBILITIES

To assure proper maintenance and security for Instructional Development equipment and facilities located throughout campus, Instructional Development personnel shall authorize the operation and distribution of such equipment and facilities exclusively.

V. RELATED POLICIES AND RESOURCES

- [Instructional Development Website](#)
- [University of California Business and Finance Bulletin A-47, University Direct Costing Policy.](#)
- [University of California Business and Finance Bulletin A-56, Academic Support Unit Costing and Billing Guidelines.](#)
- [University of California Business and Finance Bulletin A-59, Costing and Working Capital for Auxiliary and Service Enterprises.](#)
- [OMB Circular A-21, Cost Principles of Educational Institutions.](#)