

CHECKOUT FOR AUDIO AND VISUAL EQUIPMENT

Equipment Checkout Policy

Location: 2nd floor atrium, S248A, Main Art Building

Email: cave@uga.edu

Hours:

Monday: 9am - 4pm

Tuesday: 9am - 4pm

Wednesday: 9am - 4pm

Thursday: 9am - 4pm

Friday: 10am - 1pm

Effective August 31, 2026

This policy supersedes all prior versions. Loans initiated on or after August 31, 2026 are governed by this policy. Loans initiated before that date remain governed by the previous policy for the remainder of that loan period, including any renewals of it.

1. Statement

The Dodd Studio Support Team is proud to offer a variety of high-quality facilities to the Lamar Dodd community. The Checkout for Audio and Visual Equipment (the CAVE) strives to acquire the latest technology while maintaining a useful catalogue of tools, equipment, and resources available for checkout by students, faculty, and staff.

The policies below are designed so that all patrons play a role in collectively maintaining the community resources offered by the CAVE, and so that all patrons have equal opportunity to use these resources for projects, research, and academic growth. Equipment in the CAVE is property of the University of Georgia and is held in trust for the whole Lamar Dodd community.

2. Eligibility

- University of Georgia students who are currently enrolled in a class at the Lamar Dodd School of Art, and current Lamar Dodd School of Art faculty and staff, are eligible to borrow from the CAVE.
- A valid UGA ID must be presented at the time of checkout. Loans are recorded in WebCheckout against the individual borrower.
- A signed Checkout Agreement (Section 4) must be on file before any equipment is issued.
- Eligibility ends when enrollment or employment ends. All equipment must be returned before separation from the University or graduation.
- Access to certain equipment is further restricted by standing, major, and course enrollment, as described in Section 3.

3. Equipment Catalogue and Access Levels

The list below describes equipment held by the CAVE. Availability, loan period, and current condition for any individual item are shown in WebCheckout, which is the authoritative record.

3.1 Access levels

General access. Unless marked otherwise, catalogue items are available to all eligible patrons under Section 2.

Restricted access ▲. Items marked with this symbol are limited to graduate students, faculty and staff, and photography majors enrolled in advanced photography courses. Restricted items comprise the advanced Fujifilm and Sony camera systems and lenses, and all medium and large format film cameras.

Course-restricted access. Some items are reserved for students enrolled in a specific course for the duration of that course. These restrictions are set by the instructor of record in coordination with CAVE staff and are noted in WebCheckout.

A patron who needs a restricted item for a project outside these categories may request access in writing, with the support of a faculty sponsor who accepts responsibility for instructing the patron in the use of the item. Requests are approved at the discretion of the Dodd Studio Support Team.

3.2 Catalogue

Digital cameras and lenses

- Mirrorless camera bodies
 - Sony a6000 / a6100
 - Sony A7 II – A7R II
 - Sony A7R III ▲
 - Sony a7CR ▲
 - Sony a7R V ▲
 - Sony a9 III ▲
 - Fujifilm GFX 50r ▲
- E-mount lenses
 - Sony Sonnar T* FE 35mm F2.8 ZA
 - Sony FE 35mm F1.8
 - Sony Planar T* FE 50mm F1.4 ZA
 - Sony FE 50mm F1.8
 - Sony FE 50mm F1.4 GM ▲
 - Sony FE 85mm F1.8
 - Sony FE 85mm F1.4 GM ▲
 - Sony FE 100mm F2.8 STF GM OSS ▲
 - Sony Vario-Tessar T* FE 16-35mm F4 ZA OSS
 - Sony FE 12-24mm F4 G ▲
 - Sony Vario-Tessar T* FE 24-70mm F4 ZA OSS
 - Sony FE 100-400mm F4.5-5.6 GM OSS ▲
 - Fujifilm GF 63mm F2.8 ▲
 - Fujifilm GF 45mm F2.8 ▲
- DSLR cameras (limited lens options)

- Canon 5D Mark III
- Canon 7D
- Digital point-and-shoot cameras
 - Canon PowerShot N2

Video cameras

- Sony FX3 ▲
- Sony 4K Handycam
- Sony PXW-Z150
- Canon Vixia
- Sony Bloggie

Film cameras

- 35mm film cameras
 - Canon AE-1
 - Pentax K1000
 - Nikon FM2
- Medium format film cameras
 - Mamiya 7 II ▲
 - Mamiya RZ67 ▲
 - Mamiya RB67 ▲
 - Mamiya C330 ▲
 - Hasselblad 500C ▲
 - Holga
- Large format film cameras
 - Toyo Field ▲

Lighting

- Flashes and strobes
 - Sony flashes (HVL-F60RM, HVL-F28RM)
 - Godox V850II flashes
 - Godox wireless triggers for Sony, Canon, and Nikon
 - PocketWizard triggers
 - Alien Bees strobes
- Continuous lighting
 - Ikan Lyra light kit
 - VidPro RGB continuous lights
 - Lykos LED panels and softboxes

Photo and video accessories

- Tripods (heavy, lightweight video, rolling)
- Revo stabilizers, shoulder support rig, Zhiyun Crane
- Vello selfie trigger
- Sync cords
- Cable releases (1 ft. and 3 ft.)
- Various lens filters

- Lens hoods
- CalColor filter kit
- Flash gels
- Darkroom bags
- Reflectors
- Green and black cloth backdrops
- Limited supply of umbrellas and stand kits

Audio equipment

- Recorders
 - Zoom H1n, H2n, H4n, R16
- Microphones
 - Shure SM57
 - Shure SM58
 - Contact microphones
 - RØDE and Sony video microphones
 - Phone lavalier microphones
- Speakers
 - Mackie CR4-XBT
 - JBL Flip 5
 - JBL PA system
- Amplifiers
 - Class T digital audio amplifier
 - Pyle amplifier
- MIDI and synthesizers
 - Nektar MIDI controller
 - Novation MiniNova synthesizer
- Media players
 - SanDisk MP3 player
 - Micca media player
- Headphones
 - Sony Professional
 - Califone
 - Sennheiser

Projectors

- AAXA Pico P300
- AAXA M8 Laser
- Epson PowerLite
- Epson Home Cinema 8350
- ViewSonic short throw

Miscellaneous

- Limited supply of monitors
- iPads, MacBooks, Mac Mini
- Wacom tablets

- Limited availability of cables and adapters

▲ *Restricted to graduate students, faculty and staff, and photography majors in advanced-level photography courses. See Section 3.1.*

4. Checkout Agreement

Before borrowing for the first time in a given academic year, every patron must complete the CAVE Checkout Agreement. The Agreement is submitted electronically through a University of Georgia authenticated form; the patron's typed name, together with their authenticated UGA sign-in, constitutes an electronic signature. A new Agreement is required each academic year, beginning with the first day that the CAVE opens in the fall semester.

By signing, the patron acknowledges that:

- They have read this policy in full and agree to be bound by it.
- They will inspect all issued items at the checkout window at the time of each checkout, and will report any missing components or defects before leaving the window.
- Once they leave the checkout window, they are liable for any damage or missing components that were not reported at that time.
- They will use each item only in the manner for which it was designed, and will request instruction on any item they have not operated before.
- They accept the penalties, fees, and charges described in this policy, including late fees, probation, and charges assessed at replacement value.
- They understand that an unpaid balance or long-overdue equipment may result in an academic restriction that prevents registration for future terms, as described in Section 12.6.
- They agree that their UGA email address is the official channel for notices of charges, penalties, and restrictions.

5. Checkout Duration and Due Times

5.1 Loan periods

Loan periods are counted in **business days**. Saturdays, Sundays, University holidays, and days on which the CAVE is closed are not counted.

- **Undergraduate students:** two (2) business days.
 - Checked out Monday, due Wednesday. Checked out Thursday, due Monday. Checked out Friday, due Tuesday.
- **Graduate students, faculty, and staff:** four (4) business days.
 - Checked out Monday, due Friday. Checked out Thursday, due Wednesday. Checked out Friday, due Thursday.

Extended loan periods may be arranged for specific courses, thesis work, or funded research projects. These arrangements must be requested in advance by the supervising faculty member and approved by CAVE staff.

5.2 Due times

- All items are due back by 3:30 p.m. Monday through Thursday and 12:30 p.m. Friday — 30 minutes before the CAVE closes. Note the earlier Friday deadline.
- Renewal requests must be received by the same deadline. Requests received after that time are treated as late.
- Equipment cannot be issued or received outside of posted hours. Returns are recorded when CAVE staff check the item in, not when it is dropped off or left at the window.

5.3 End of term

All equipment is due back no later than the last day of classes each semester, regardless of the loan period in effect. Extended loans that would otherwise run past that date are shortened to it.

5.4 University closures

If the University closes for weather or another emergency on a patron's due date, the loan is extended and the item becomes due 24 hours after the University reopens. No late penalty is assessed for the closure period.

6. Responsibility and Permitted Use

- Patrons are responsible for the loss of, theft of, or damage to any equipment issued to them, from the moment it leaves the checkout window until it is checked back in by CAVE staff.
- Equipment must be checked out and returned in person by the patron whose name appears on the loan. Do not send another person in your place.
- Equipment may not be lent, sublet, or transferred to another person, whether or not that person is CAVE-eligible. Unauthorized transfer of possession is grounds for probation.
- Equipment must not be left unattended, left in a vehicle, or exposed to rain, prolonged heat or cold, sand, or salt spray.
- Kits and cases contain multiple labeled components. The patron is responsible for the replacement cost of any component returned missing. Check every case at the window before leaving.
- Equipment must be returned clean and in the condition in which it was issued. Media cards and drives should be cleared by the patron before return; the CAVE is not responsible for data left on any device.
- Malfunctions and damage occurring in the field must be reported to the CAVE by email or phone as soon as they are discovered, and in any case before the item is returned.

7. High-Value Checkouts and Proof of Insurance

Because patrons bear financial responsibility for equipment issued to them (Section 6), the CAVE requires evidence of insurance before releasing high-value equipment. This requirement protects the patron as much as the collection.

7.1 When proof of insurance is required

Proof of insurance is required for any checkout in which the **combined replacement value of all items issued on that loan is \$1,000 or more**. Replacement values are recorded in WebCheckout and are shown to the patron at the time of reservation, so that a patron can see in advance whether a given cart will cross the threshold. Students can find coverage at collegestudentinsurance.com.

7.2 What qualifies as proof

Any of the following, current and valid through the end of the loan period:

- A certificate of insurance or declarations page from a personal property, renter's, or equipment policy listing the patron as a named insured, with coverage of at least the replacement value of the items issued.
- A homeowner's or renter's policy held by the patron or the patron's parent or guardian, with the patron listed as a covered household member, together with a scheduled personal property endorsement or rider covering borrowed camera and audiovisual equipment.
- A student equipment insurance policy purchased for this purpose.

Documentation is submitted by email to cave@uga.edu in advance of the checkout, not at the window. CAVE staff verify the document and record the coverage and its expiration date in WebCheckout. Once verified, coverage does not need to be resubmitted for each checkout; it remains on file until it expires or the academic year ends, whichever comes first.

8. Key Checkouts

- Keys are issued only to students, faculty, and staff with written approval from a supervisor. The intended duration must be stated at the time of checkout.
- Faculty keys are issued for one year at a time and must be renewed each year. Keys not renewed by the end of the approved period are considered overdue.
- Distribution of any master or submaster key must be approved by the Associate Director for Technology, Space, and Community.
- Keys may not be duplicated, lent, or transferred under any circumstances.
- All keys must be returned upon separation from the University, at the end of the approved period, or upon request by the Dodd Studio Support Team.
- A lost key is billed to the key holder at \$25 per key. Keys not returned at the end of the approved period are billed at the same rate.
- Where the loss of a master or submaster key requires a lock or core change, the key holder is billed the full cost of rekeying.
- Charges for lost or unreturned keys are assessed and collected under Sections 11.3 and 12.6.

9. Renewals

- Renewal requests may be made in person or by email before the due time on the due date.
- **A renewal is not in effect until CAVE staff confirm it in writing.** An unanswered request is not an approved renewal; if you have not received confirmation by the due time, return the item.

- A renewal will be denied if another patron has a reservation on the item during the requested period.
- If a renewal is denied and the item is not returned by the due time, a strike is assessed and any applicable late fees begin as described in Section 12.
- **Renewal limit:** a given item may be renewed twice. After the second renewal it must be returned and may not be checked out again by the same patron for 24 hours.
- Restricted items under Section 3.1 and other high-demand or one-of-a-kind items are marked in WebCheckout as non-renewable.

10. Reservations

- Reservations are prepped in the morning and are ready for pickup when the CAVE opens.
- A reservation is held until the end of the business day on which it begins. Items not picked up that day are released back into circulation.
- Repeated failure to pick up reserved equipment may result in the loss of reservation privileges for the remainder of the semester. Patrons who know they will not need a reservation should cancel it so the item can be used by someone else.

11. Lost, Damaged, or Stolen Equipment

11.1 Charges

- Damaged equipment is assessed by CAVE staff. The patron is charged the cost of repair or the current replacement value, whichever is less.
- Lost equipment, and equipment damaged beyond economical repair, is charged at current replacement value, not at original purchase price or depreciated value.
- Missing components of a kit are charged at the replacement value of those components.
- Normal wear consistent with careful use is not charged. Damage arising from negligence, from use outside the conditions in Section 6, or from unauthorized transfer is charged in full.
- Where the patron holds insurance under Section 7, the CAVE will provide an itemized assessment suitable for submission to the carrier. The patron remains responsible to the CAVE for the full charge, including any deductible or amount the carrier declines to pay.

11.2 Theft

Theft must be reported to the UGA Police Department (or the appropriate local agency, if the theft occurred off campus) and to the CAVE within 24 hours of discovery. A copy of the police report must be provided to the CAVE, and will be required by most insurance carriers.

11.3 Payment

- Charges are itemized and sent to the patron by email, with a description of the assessment.
- Payment is due within 30 days of assessment, or by the last day of classes in the semester in which the charge was assessed, whichever comes first.

- Where an insurance claim is pending, the payment deadline is extended to 30 days after the carrier issues its determination, provided the patron files the claim promptly and keeps the CAVE informed of its status.

12. Penalties

Penalties apply to all CAVE patrons, including students, faculty, and staff.

12.1 Definitions

- **Strike.** A recorded violation of this policy. Strikes are counted per patron per academic year and reset at the start of each fall semester. A late return, a late renewal request that results in a late return, and a return with missing components each count as one strike.
- **Probation.** Suspension of all CAVE borrowing privileges for a stated period. Probation does not waive any outstanding fees or charges.

12.2 Overdue equipment

- **First strike in an academic year:** a recorded warning. No fee.
- **Second and subsequent strikes:** a late fee of \$10 per day, per checkout, beginning on the first day the item is overdue.
- Late fees accrue on calendar days, including days the CAVE is closed, except during University closures as described in Section 5.4.
- **Late fees for any single loan are capped at \$150, or the combined replacement value of the items on that loan, whichever is less.** Reaching the cap does not close the matter; an item more than 30 days overdue is treated as lost and charged under Section 11.

12.3 Probation

- Probation begins at two weeks and may extend to the remainder of the semester, depending on the value of the equipment involved, the number of days overdue, and the patron's prior record.
- Probation longer than one semester requires the approval of the Associate Director for Technology, Space, and Community.
- A patron on probation who needs equipment to complete a required course assignment should contact the CAVE and their instructor. The Dodd Studio Support Team will work with the instructor to identify a supervised alternative so that probation does not prevent completion of coursework.

12.4 Unauthorized removal

Taking any item without permission and without recording it in WebCheckout results in immediate probation. The Dodd Studio Support Team will review the incident and determine further consequences case by case. Unauthorized removal may also be referred to the UGA Police Department and to the Office of Student Conduct.

12.5 Repeat violations

- Three strikes in an academic year result in probation.

- A second period of probation in the same academic year results in suspension of CAVE privileges for the remainder of that academic year.

12.6 Holds and collection

A CAVE hold is placed automatically when an item becomes overdue or a charge goes unpaid, and blocks all further borrowing. Where a patron's unpaid balance exceeds \$50, or where equipment remains unreturned more than 30 calendar days past its due date, the CAVE will notify the patron in writing that an academic restriction will be placed on their record if the balance is not resolved within 14 days. An academic restriction prevents registration for future terms. The restriction is lifted within one business day of the equipment being returned or the balance being paid in full. A balance under active appeal under Section 13 will not result in a restriction until the appeal is decided. Patrons with an outstanding balance at the end of the academic year may additionally have the balance referred to the University for collection.

13. Appeals

- A patron may appeal any strike, fee, charge, or probation by emailing the CAVE to request the appeal form.
- Appeals must be filed within 10 business days of the date the penalty was communicated.
- Appeals are reviewed by the Dodd Studio Support Team, which will respond by email within 10 business days.
- A patron who disagrees with the outcome may request a second review by the Associate Director for Technology, Space, and Community, whose decision is final. Requests for second review must be made within 10 business days of the first decision.
- Late fees do not continue to accrue while an appeal is pending, provided the equipment has been returned.

14. Accommodations

Patrons who need an accommodation in order to use CAVE resources should contact the CAVE. Adjustments arranged through the UGA Disability Resource Center will be honored and recorded in WebCheckout, so that they do not need to be explained again at each checkout.