

**APPLICATION TO INSTALL DEPARTMENTAL EQUIPMENT
IN A GENERAL PURPOSE CLASSROOM (GPC)**

DEPARTMENT:

REQUESTOR:

PHONE:

EMAIL:

BUILDING _____ **ROOM NUMBER:** _____

TECHNOLOGY TO BE INSTALLED:

WHO WILL INSTALL THE TECHNOLOGY?: (CHECK ONE)

Department Staff _____ Will Pay Outside Contractor _____ Will Pay OIT _____

WHO WILL MAINTAIN/REPAIR/REPLACE THE TECHNOLOGY?: (CHECK ONE)

Department Staff _____ Will Pay Outside Contractor _____ Will Pay OIT _____

HOW WILL THE TECHNOLOGY BE SECURED: (CHECK ALL THAT APPLY)

Card reader lock _____ STOP Tags _____ Alarm _____ Security cables _____ Projector cage _____

Other (SPECIFY)

WHAT PHYSICAL RENOVATIONS ARE NEEDED?

Add elec. outlets _____ Add/activate data jack _____ Add cable jack _____ Add/move screen(s) _____

Bank/zone lights _____ Other ((SPECIFY)

NUMBER OF SEATS BEFORE UPGRADE: _____ **AFTER:** _____

LOCAL CONTACT/SUPPORT PERSON: _____

PHONE: _____ **EMAIL:** _____

Department signature indicates agreement with all policies and procedures regarding departmental equipment installed in general purpose classrooms (see following pages)

Department Chair Date

Scheduling Office Date

OIT Classroom Technology Date

POLICIES ON DEPARTMENTAL EQUIPMENT INSTALLED IN GENERAL PURPOSE CLASSROOMS (GPC)

1. When a Department installs equipment in a GPC, any faculty member assigned to teach in that room shall have access to the equipment, including those faculty members who are not affiliated with the Department. This includes all basic projection and playback equipment but does not include specialized equipment such as codecs, camera systems, etc. that might be installed in rooms being used for specialized purposes, such as distance learning.
2. A Department that installs instructional equipment in a GPC will be assigned priority in the use of that room by the Scheduling Office.
3. Projection equipment requires upkeep and maintenance. Faculty members expect installed equipment to be functioning properly and plan their courses accordingly. Currently, Classroom Technology group in OIT does not have the resources to maintain and service additional classrooms. Therefore, if a Department installs equipment in a GPC, that Department must accept the responsibility for maintaining, repairing, and replacing that equipment in a timely fashion. This includes responsibility for losses of or damage to installed equipment.
4. Operation and maintenance of equipment is easiest and most efficient if the same equipment is used throughout the campus. This allows the University to maintain a stock of equipment that can be used to replace defective equipment while it is being repaired and also allows the University to benefit from bulk purchases. It also allows faculty to function easily in different classrooms. Therefore, to the extent practical, technology should conform to campus standards, except in cases where the Department can justify that the campus standard will not meet their needs.
5. The campus has experienced considerable loss of classroom technology equipment as a result of theft and/or vandalism. Consequently, all technology should be installed with appropriate security measures.
6. The Classroom Support Office in the Scheduling Office will serve as the single point of contact for problems related to all GPCs, including those with Department-installed technology. This will make it easy for faculty to get assistance when equipment is malfunctioning, ensure that someone is available whenever faculty call, allow for follow-up on reported problems, and allow us to maintain records of problems. Signs are to be posted in the room indicating that all problems should be reported to the Classroom Support Office at (301) 314-8522. That office will then notify the appropriate unit, e.g., the Department, OIT, O&M, etc., as appropriate.
7. The Department shall designate a person who will serve as the local contact/support person for the room.

PROCEDURES

1. If a Department wants to install equipment in a GPC, the first step is to submit an application to Mary Ann Granger in the Scheduling Office. The application will include the Department, the building and room number, the type of technology to be installed, how it will be maintained, how it will be secured, local contact/support person, etc. Departments may elect one of three options for maintaining the equipment: 1) handle it internally, 2) have an outside contractor maintain the equipment, or 3) have OIT's Classroom Technology group maintain the equipment on a time and materials basis.
2. The application will be referred to Sue Clabaugh in the OIT Classroom Technology group, who will consult with the Department on selecting the appropriate technology and security measures. To reduce theft and vandalism in rooms where sensitive equipment, such as LCD projectors, will be installed, the doors to the room should be equipped with Lenel card key locks so the room will be secure when classes aren't in session. This will allow the room to be tied into the campus security system. Depending on the room conditions, other security measures also may be required as part of the approval process (STOP tags, security hardware, etc.).
3. Once the application is approved by Scheduling and OIT, the OIT Classroom Technology group will assist the Department with purchasing (if desired) and will monitor the installation to insure that it conforms to the agreement.