

## **Department of English**

### **Procedures for Reserving English Media Equipment**

The Department of English has media equipment available for checkout for use in non-smart classrooms in Reavis Hall. If equipment is needed, please follow the procedures listed below:

- Diane Smith, First-Year Composition Secretary, is in charge of reserving equipment and distributing the appropriate keys. **PLEASE** contact Diane at 753-1607, [dsmith24@niu.edu](mailto:dsmith24@niu.edu), or stop by her desk to reserve whatever equipment you need. (In Diane's absence, Jan, Lori, or Bonnie can help you.) Do NOT help yourself to either a key or the reservation book.
- There are three media carts available—two on the third floor (one VCR/monitor and one VCR/DVD/monitor) and one on the second floor (VCR/DVD/monitor)—and they are reserved on a first come, first served basis. At times, equipment is needed by various people throughout the day. Do not keep any key longer than you absolutely need it.
- The second-floor media cart is stored in the janitor's closet. We have only one key to that closet so the key may not be checked out, even for one class period. Diane will open the closet for you both before and after class. If the equipment is to be used after hours, it will be stored in Reavis Hall 211. If you do not have an office in Reavis Hall, you will need to check out a key to Reavis 211.
- When reserving equipment, specify what floor your class is on, class time, and whether you are showing a DVD or a video.
- Equipment may be moved between floors via the elevator, if necessary, but should always be returned to its point of origin.
- **You** are responsible for getting the equipment to your classroom. If you are physically unable to push the media cart, someone in the office will do it for you—or perhaps one of your students can help. The secretaries are not delivery persons.
- If you have any trouble with the equipment, please notify Diane or Jan.