

University of Wisconsin – Whitewater

Digital Camera Use Policy

Who Can Use It

Any UW-Whitewater recognized student organization, department or committee may reserve and use the digital cameras that are maintained by Career & Leadership Development. Reservations will be taken on a first come first serve basis with student organizations being given priority.

Use Parameters

Cameras will be checked out for a maximum of 24 hours. The person picking up the camera must sign a Use Agreement, have a student organization Charge Agreement or org code as well as provide their ID to be photocopied. Mini CD-RWs for pictures can be purchased at Career & Leadership Development or users can provide their own.

Process to Reserve

A camera request must be made via Career & Leadership Development's Reception Desk any time during regular hours of operation. Those wishing to reserve a camera may do so in person or via the phone. Failure to cancel the reservation less than 24 hours in advance of reservation will result in a \$15 charge to the organization.

Use Guidelines

Users of the cameras are reminded and agree to using the cameras for organizational/department and not personal use. Additionally, notification/signage at events/activities indicating that photos are being taken is advised. When at all possible a University Photo Release form should be completed by individuals in photos.

Damage/Loss

By signing a Use Agreement form, individuals/organizations are agreeing to pay for any damage repair or the complete replacement of the camera. If damage or loss occurs, Career & Leadership Development will facilitate the repair/replacement and bill the organization/department. Organizations who do not pay the bill within 60 days will be subject to recognition benefit suspension (facility use, Warhawk Involvement Center services, etc) and possibly Student Organization Conduct charges.

Source: Career & Leadership Development

Date: March 2003