

# School of Art & Visual Studies Technology Services Policy

University of Kentucky SA/VS Technology Services provides support to student learning activities that require access to and use of media materials and media technology.

## ***I. Support of Student Learning***

SA/VS Technology Services provides the following services in support of student learning:

- 1) facilities within the SA/VS with appropriate equipment to support student use of the technology and faculty technology requests;
- 2) technology for circulation to authorized students and faculty for their use in classrooms related to student learning activities;
- 3) assistance to students and faculty in the proper use of technology;
- 4) assistance to students and faculty in the scheduling of media for classroom & studio use; and
- 5) support services including the repair, maintenance, and planned replacement of such technology, as needed, and as resources are available.

## ***II. General Information***

General information about use & acquisition of Media Centers' SA/VS collections, facilities, technology and services is provided here.

- 1) SA/VS Technology Services assets are supported by student fees and priority usage is in support of student learning in the SA/VS.
- 2) Checkout and use of technology and/or facilities is restricted to authorized students, faculty, or staff currently enrolled or employed by SA/VS; an active UK identification card is required at checkout.
- 3) Checkout and use of technology and/or facilities may also require special authorization. To gain authorization, the user will be required to:
  - a) present a signed, two-signature authorization form that includes both a supervising instructor for whom, & whose class, the item use is intended and course (i.e. A-S 280) appointed supervising faculty member.
  - b) be trained by SA/VS Technology Services in use, care, and safety of specific technology and/or facilities—before checkout and use;
  - c) be enrolled in or have successfully completed certain courses (i.e. A-S 200, etc.) before checkout and use; or
  - d) meet other proficiency qualifications before checkout or use.
- 4) Media Center assistance may be limited in some instances to providing physical access to facilities and/or technology without additional service support.
- 5) Most facilities and technology are available on a first-come-first-served basis.
- 6) Requests of facilities and technology may be submitted online to SA/VS Technology Services.
- 7) Additions to Media Center require signed acquisition form(s) completed by area Faculty containing: item details, justification, value, vendor contact, access level, intended use, and date of need.
- 8) Technology and facilities are for short-term use only and restricted to a limited period for use.
- 9) SA/VS Technology Services may limit or restrict access to some or all technology, facilities, and services.
- 10) **All individuals checking out through the circulation system and using Media Services' technology acknowledge their legal and financial liability for any loss(es) and/or damage(s) incurred while checked out, or in their care, and are agreeing to pay all fines, repairs and replacement costs.**

***Please see Program Facilitator for current fines list. Up to date costs will be available upon request.***

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- 10) Access to and support of Media Center SA/VS Technology Services depends on availability of sufficient facilities, technology, supplies and trained personnel.
- 11) Selection, collection management, & use of all SA/VS Technology collections are guided by, and subject to, an appointed SA/VS Technology Committee, Program Facilitator, and ultimately the Director.

## ***III. SA/VS Technology Services***

SA/VS Technology Services will own & operate all SA/VS Technology Services & sell items in support of student learning and University business, as authorized by the Director of the SA/VS

- 1) Priority is given to requests from SA/VS students and employees.
- 2) Some, but not all, services may be available as a courtesy, on a limited basis, to non SA/VS users.
- 3) The Director or SA/VS Technology Services will set the structure for these services with input from the SA/VS Technology Committee and/or Program Facilitator.
- 4) Services are not intended to replace nor compete with commercial services.
- 5) Available items & services will be posted in the SA/VS Technology Services facility and are subject to change.
- 6) Availability of services may be discontinued at any time.

## ***IV. Charges for Lost or Damaged Technology or Facilities***

The person who checks out or uses SA/VS Technology Services facilities or technology will be legally and financially responsible for damage or loss of any part(s) or the whole of the facilities, furnishings, technology, computing systems, network connections, software, internal or external components, accessories, or peripherals.

- 1) Users who checkout technology for extended periods may be required to sign a statement acknowledging legal and financial liability for loss or damage incurred while checked out to them and agree to pay for resulting repair or replacement costs.
- 2) Users may be informed, at the time of checkout of this policy and of the estimated replacement cost that will be charged to them if loss or damage occurs while the technology (or other property) is checked out to them.
- 3) If an incident of loss or damage occurs, the SA/VS Technology Services Program Facilitator will document the damage or loss, determine the repair or replacement cost(s), and record the information in the system. Notifications are generated once a loss occurs. It is the responsibility of the user to update myUK & submit forms with current contact information in order to receive notice.
- 4) Vandalism or theft related to any incident will be reported to UK campus police personnel.
- 5) In the case of loss or damage while SA/VS Technology Services technology (or other property) is checked out to a user, the Program Facilitator will either:
  - a) Communicate the repair and replacement charges to the appropriate department to place charges against the student or employee account, or
  - b) Take other appropriate actions to recover the costs of repair or replacement.
- 6) In a rare circumstance the case of loss or damage while checked out by University personnel for another University unit or department, the unit or department will be responsible for reimbursing SA/VS Technology Services for resulting repair or replacement costs.

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## V. *Copyright Compliance*

SA/VS Technology Services, as well as all other employees, will not provide any services or support that conflict with any applicable law or policy including any of the following:

- 1) The U.S. Copyright Act, 17 U.S.C 101-810 (1976)
- 2) Digital Millennium Copyright Act (DMCA 1998)
- 3) The "Teach Act" Section of 110(2) of the U.S. Copyright Act (2002)
- 4) Berne Convention for the Protection of Literacy and Artistic Works
- 5) Universal Copyright Convention as revised at Paris on 24 July 1971
- 6) No Electronic Theft Act (1977)
- 7) Other applicable laws or treaties
- 8) University or University Libraries policies

In order to support the student learning activities of the University SA/VS Technology Services will provide access to copyright information upon request. All users will be required to demonstrate "fair use" compliance with Section 107 of the U.S. Copyright Act if written permission is not provided for their duplication requests. The SA/VS Technology Services Program Facilitator will assist requestors in applying the following four-factor text from section 107's "fair use" requirement to evaluate the request.

- 1) Factor One: The character of the use
- 2) Factor Two: The nature of the work to be used
- 3) Factor Three: The amount used
- 4) Factor Four: The effect of the use on the market for or value of the work

If an evaluation demonstrates a copyright compliance conflict or fails to demonstrate "fair use," the activity will not be supported.

SA/VS Technology Services will assess all duplication requests on the assumption that all materials are copyright protected. Therefore SA/VS Technology Services personnel will not duplicate any material, in whole or in part, unless the:

- a) item is clearly marked by the publisher to be free of copyright protection;
- b) item is identified as being in public domain;
- c) item's copyright has expired; or
- d) patron presents written permission from the copyright holder.

### Permission to Duplicate

Permission to duplicate must be in writing. Claims of public domain" status or of "expired copyright" status by a patron must be clearly established by documentation provided by the patron.

In order for copyrighted material to be duplicated it is necessary to obtain written permission from the copyright holder or holders. SA/VS Technology Services must have a written copy of the permission from the copyright holder(s) to place on file. The written permission must meet legal standards, should give absolute assurances of the authority to grant permission and should clearly describe the scope of the permission granted.

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