

# Classroom Equipment Loan

The ITS Classroom Equipment Loan Program provides short-term loans of a limited supply of ITS audio, video, computing, and presentation equipment to support classroom instruction for faculty and staff. Equipment can be borrowed for a maximum of 48 hours at no cost for class-related work. Back-to-back reservations are not allowed. For requests please use the following form: [Classroom Equipment Loan Request Form](#).

## Available Equipment

### • Audio Equipment

- Hand-Held Microphones and stands
- Portable PA systems
- Digital Voice Recorders

### • Photography

- Digital Cameras)
- Tripods

### • Video

- HD Camcorders
- USB Video Conference Packs

### • Computing

- Windows Dell Laptops

### • Presentation Equipment

- Portable DVD and Blu-Ray Players
- Portable Projectors
- Wireless Presentation Remotes
- Projection Screens 5' 6' 7'
- Document Camera

## Program Eligibility

Equipment can be borrowed by SU staff and faculty only. Teaching Assistants and Graduate Assistants may also borrow equipment with pre-approved written permission from their faculty sponsors.

## Requests

- **To reserve equipment:** Fill out and Submit the On-Line Classroom Equipment Form
- **For more info call:** (315) 443-5689 or 315-443-4001
- **Pick-up equipment:** Lyman Hall Room 104

**Important note:** Classroom Loan has a limited number of systems, so it is advisable to make reservations as far in advance as possible. In order not to disrupt other equipment reservations, we requires that all equipment be returned promptly.

## Picking up Equipment

Faculty/staff borrowing equipment need to do the following:

- **Present their SU I.D. Card.**
- **Loans are good for 48 hours**

## Windows Laptop Software List

- Windows 10
- MS Office

**NOTE: Equipment is the responsibility of the Faculty/Staff. There is no charge to check out equipment unless it is physically damaged or lost/stolen. All request must be made by a Faculty /Staff member.**

Faculty/staff borrowing equipment are welcome to install their own software and/or delete any of the pre-installed software. All laptops are re-imaged after each use; therefore anything that was installed by borrowers will be removed when the computer is returned to ITS.