Zoom Cameras:
Information for Instructors

Policies
25 cameras are available for check out. Cameras are reserved on a first-come, first-served basis. Instructors may check out cameras for up to three business days. Reservations may be extended in person on the Return Date, if they have not already been reserved by another instructor. The cameras must be returned (see below) after each reservation, and must be checked out again to extend a reservation. Instructors may reserve the cameras once during the semester.

Cameras must be picked up and checked out by the instructor on the Check-out Date or the reservation will be canceled. Cameras must be returned by 4pm on the Return Date. **Students may not reserve, check out, or return cameras.** Students can check out electronic equipment from the Student Multimedia Design Center in the library. Instructors are responsible for picking up and returning the cameras, distributing them during class, ensuring that each student completes the Student Check-out Form, and returning these completed forms as specified below. Instructors are responsible for reporting any damaged or missing cameras upon return.

Checking out the Cameras
- Check camera availability by logging into Google Apps @udel.edu.
- E-mail Barb Lutz (lutz@udel.edu) to make a reservation.
- Cameras may be picked up on the Check-out Date in 221 Memorial Hall.
- Print and complete the Instructor Check-out Form prior to picking up the cameras. Bring this form with you.
- When you pick up the cameras, you will receive Student Check-out Forms. Ensure that all of your students receive and complete this form when you distribute the cameras.
- Return the completed forms to 221 Memorial Hall 011 **no later than** 4 pm on the following business day.

Returning the Cameras
- Students must delete all images from the cameras and remove the batteries.
- Cameras may be returned on the Return Date to 221 Memorial Hall.
- Report any damaged or missing cameras to Barb Lutz.

Questions?
Please contact Professor Lutz at lutz@udel.edu.