Policy on Late Returns

It is important to get the equipment back on time because other students may have reservations and need the equipment. The following policy applies for ALL students, faculty and staff whom rent equipment from Classroom Media Assistance:

1 day late:
- no rentals for a week

2 days late:
- no rentals for 2 weeks

3 days late:
- no rentals for a month

4 days late or 2 late returns:
- no rentals for the remainder of the semester

7 days late:
Campus Police will contact the student to request equipment. If it is not returned, Student Affairs will then put a hold on the student account until the equipment is either returned in good-working order OR the current value of that equipment is remitted.

University of Rhode Island
University Library
LL4
Kingston, RI 02881

Phone: 401-874-4278
IM: CMAKing
E-mail: cmaking@etal.uri.edu
### Laptops

**HP Compaq 6910P**
Solid State Drive, Extended Battery, Windows 7, MS Office, Turning-Point classroom response software.

### 35mm Film

**Plustek OpticFilm 7400**
Scans 35mm film for digital formatting.

**Kodak 35 mm Slide Projector**
Projects standard 35mm slides.

### Presentation

**Epson PowerLite 50c**
Portable Media Projector with VGA cables.
For indoor use only.

**Portable Projection Screen**
Draper Road Warrior Model with built-in case/stand.
For indoor use only.

**Polycom Soundstation Audioconferencing System 110V**
High-quality audio-conferencing system offering two-way voice communication over normal telephone lines (not VoIP).

### Camcorders

**AVRecQ3HD Camcorder**
HD camcorder.
SD card not included.

**William Sound Wireless Mic Kit**
Set of two wireless microphone and receiver kits. Requires a Public Address (PA) or speaker system.

### Special Events

**Bose L1 Compact**
Wired microphone only.
Accommodates groups up to 100 people. Requires scheduling/hiring a CMA student tech at $10/hr.

**Bose L1 Model II Speaker System**
Works with up to three microphones (combination of wired and wireless).
Accommodates groups up to 500 people. Indoor use only.
Requires special coordination and the scheduling of a full-time CMA staff tech.

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**Classroom Media Assistance**