

## AME Equipment Use Policy

### Laptop and General Equipment Use and Checkout Guidelines

1. **Eligibility:** AME equipment is exclusively available to Arts, Media, and Engineering students, faculty and staff. Unfortunately, it's not accessible to other ASU students or the general public.
2. **Laptop Availability:** Laptops are available on a first-come, first-served basis. You may check out a laptop for your class, but please note that there's no guarantee of receiving the same laptop every time.
3. **Checkout Process:** To check out equipment, please bring your ASU ID. (Please note that driver's licenses or other photo IDs cannot be used as substitutes).
4. **No Borrowing for Others:** It's important that you don't check out equipment on behalf of someone else (e.g., a classmate who has misplaced their ASU ID). Doing so would violate our policy and could result in both students losing their equipment privileges.
5. **Responsibility:** Once you've checked out equipment, you're fully responsible for it. Please ensure you don't leave it unattended or in unsecured areas.
6. **In-Class Use Only:** Laptops are intended for in-class use only and must not leave the Stauffer building. Attempting to do so would breach our agreement, resulting in a loss of checkout privileges. Please remember to return laptops and any other items before leaving the building.
7. **Data Management:** Laptops are reset after every reboot, so it's important to save your work to an external drive or cloud storage. Any work saved directly on the laptop will be lost if it's rebooted.
8. **Technical Issues:** If you experience any technical issues, please consult with our staff or return the equipment so it can be evaluated.
9. **Damage Reporting:** If equipment is damaged, report it to a staff member immediately.

## Equipment Room Hours\*

- **Monday:**

8:50 am – 9:10 am  
10 am – 10:40 am  
11:30 am – 12:10 pm  
1 pm – 1:40 pm  
2:30 – 7:30 pm (close)

- **Tuesday:**

10 am – 10:40 am  
11:30 am – 12:10 pm  
1 pm – 1:40 pm  
2:30 – 3 pm (close)

- **Wednesday:**

8:50 am – 9:10 am  
10 am – 10:40 am  
11:30 am – 12:10 pm  
1 pm – 1:40 pm  
2:30 – 7:30 pm (close)

- **Thursday:**

10 am – 10:40 am  
11:30 am – 12:10 pm  
1 pm – 1:40 pm  
2:30 – 6 pm (close)

- **Fridays:** By appointment only. Please contact [Caroline.Fernandez@asu.edu](mailto:Caroline.Fernandez@asu.edu) or [DJackson@asu.edu](mailto:DJackson@asu.edu)

- **Saturday and Sunday:** CLOSED

\*Hours are subject to change for special events and university holidays.

## **Equipment Checkout for Qualified Students with Disabilities**

Qualified students with disabilities may be eligible to check out adaptive equipment through the Disability Resource Center (DRC). You'll need to provide the required disability documentation, and the assigned DRC disability access consultant will evaluate it, verify your eligibility, and authorize the service.

For more detailed information on services and accommodations available for qualified students at specific ASU campuses and sites, please visit the [DRC website](#).