



Facilities and Technology

1. Checkout Room Rules
 - a. Procedures
 - i. Equipment will only be checked out to CoJMC majors, students enrolled in CoJMC classes and CoJMC faculty and staff (borrowers). Equipment will not be checked out to other students or alumni.
 - ii. Presenting an NUID is the preferred method to checkout equipment. Knowing your NUID and presenting another government-issued photo ID will also be accepted.
 - iii. Equipment checkout requires the direct presence of the borrower, either in-person or via Zoom with an active camera. Proxy checkouts, where one individual attempts to check out equipment on behalf of another, are not permitted.
 - b. Equipment Returns
 - i. Equipment must be returned to the checkout room during normal business hours before the return deadline unless a renewal has been granted. Failure to return equipment will result in late fees.
 - c. Duration
 - i. During the first 12 weeks of the regular semester, all checkouts will be for two business days. During the last three weeks of the semester (one week prior to dead week, dead week and finals week), all checkouts will be for one business day. Equipment is due by 5 p.m. central time on the due date.
 - ii. Exceptions to the checkout duration will be rare and only granted before the checkout. Extended durations will only be granted for academic purposes above and beyond normal course work and require approval from a CoJMC faculty member and the checkout room manager. Extended durations will be denied if they will limit the availability of high-demand equipment.
 - iii. CoJMC faculty and staff may check out equipment for alternative durations without prior authorization but must establish a deadline at the time of checkout. Faculty and staff are expected to return equipment promptly when no longer in active use or when the deadline is reached.
 - d. Renewals
 - i. All borrowers may renew their equipment if no one is on the waitlist for the equipment. If there is a waitlist, borrowers are responsible for returning their equipment by the deadline.
 - ii. Renewals will only be allowed in person at the checkout room or in the virtual Zoom room. Borrowers cannot renew equipment via text or email.
 - e. Waitlist
 - i. If equipment is unavailable, borrowers may request to be placed on a waitlist.
 - ii. The waitlist is first-come, first-served and all requests will be placed at the bottom of the list.

- iii. Borrowers will be notified via email when the equipment becomes available and will have 1 hour to respond via email or text message that they still need the equipment. Failure to respond will result in removal from the waitlist.
 - iv. Borrowers must then arrange to pick up the equipment within 24 hours of the initial notification. Equipment not checked out within 24 hours will be put back into regular circulation and the patron will be removed from the waitlist.
 - f. Fees/Fines
 - i. A fine of \$10 per business day will be charged for all overdue items.
 - ii. If equipment remains unreturned 10 business days following the due date, a fine equal to the retail value of the equipment will be added to the students consolidated bill. The fine may be reduced to \$100 upon return of all outstanding equipment.
 - iii. Borrowers are responsible for all items checked out. Costs, as determined by the College of Journalism and Mass Communications, for repairing damaged items or replacing lost/stolen items will be charged to the borrower.
 - iv. Borrowers are responsible for checking the condition of items before leaving the checkout room. Failure to notify the checkout room of damaged equipment upon checkout will result in repair costs being charged to the last borrower who checked out the equipment.
 - v. Borrowers who owe late fees or fines for repair/replacement will not be allowed to check out equipment until all fines and fees are paid.
 - vi. The College of Journalism and Mass Communications reserves the right to place a hold on a student's account for fines owed to the checkout room in any amount.
 - g. Reporting Lost/Stolen equipment
 - i. Lost/stolen equipment must be reported immediately to the checkout room manager.
 - h. Special Circulation Items
 - i. The College of Journalism and Mass Communications will maintain and regularly update a list of "special circulation equipment." This list will include equipment that is particularly expensive, requires advanced knowledge or training for safe and effective operation, is easily damaged or broken or is subject to additional compliance requirements per UNL Policy.
 - ii. Borrowing equipment designated as "special circulation equipment" may require additional authorization.
 - iii. The college reserves the right to review and modify the list of "special circulation equipment" and authorization processes as necessary. All borrowers must comply with the updated policies and procedures.
 - i. SD Cards
 - i. Student must provide their own SD cards for use with CoJMC equipment. Class 10 or higher is required for video cameras (class 10 or better is recommended).
- 2. Checkout Room Appeals
 - a. Purpose
 - i. At the College of Journalism and Mass Communications (CoJMC), we understand that circumstances may arise where borrowers believe that they have been unfairly charged fines or fees for equipment usage. This policy outlines the procedures for appealing fines or fees incurred during equipment checkout.
 - b. Eligibility for appeal

- i. Appeals for fines or fees can be submitted by any CoJMC borrower, including CoJMC majors, students enrolled in CoJMC classes, CoJMC faculty, staff and external patrons (other UNL faculty and staff).
- c. Grounds for appeal
 - i. Borrowers may appeal fines or fees charged for the following reasons
 1. Administrative Error: If there was a mistake in recording the due date, late fees, or any other administrative aspect of the fine or fee.
 2. Exceptional Circumstances: Appeal may be based on unforeseen and exceptional circumstances beyond the borrower's control that prevented the timely return of equipment. This could include medical emergencies, natural disasters, or other extraordinary events.
 3. Disagreement with Fine Amount: If the borrower believes that the amount of the fine or fee assessed is incorrect or disproportionate to the nature of the violation.
 4. Evidence of Compliance: Providing evidence that the borrower was in compliance with the equipment checkout policy, and therefore, the fine or fee is unwarranted.
 5. Unique Circumstances: Any other unique circumstances or factors that the borrower believes warrant a review and potential waiver or adjustment of the fine or fee.
 - ii. Borrowers may not appeal fines or fees for the following reasons:
 1. Loss or Theft of Equipment: Borrowers are responsible for the safekeeping of equipment while it is in their care. Loss or theft of equipment is not grounds for appeal. In such cases, borrowers are expected to report the loss or theft immediately.
 2. Damage to Equipment: Damage to the equipment during checkout is not grounds for an appeal. Borrowers are responsible for all costs associated with repair or replacement of damaged equipment.
 3. Failure to Renew Equipment: Borrowers who fail to renew equipment within the specified timeframe or neglect to return equipment by the due date, without an approved renewal or extension, may not appeal fines or fees resulting from overdue equipment.
 4. Lack of Awareness of Policies: Borrowers are responsible for familiarizing themselves with the CoJMC equipment checkout policies and guidelines. Lack of awareness of these policies or failure to read them thoroughly is not a valid reason for appeal.
 5. Inconvenience or Personal Circumstances: Appeals based solely on inconvenience or personal circumstances, such as scheduling conflicts, transportation issues or personal commitments, are not accepted as valid grounds for appeal.
 6. Late Notifications: Assertions of not receiving late notices do not constitute valid grounds for appeal. Late notices are offered as a courtesy, and it remains the responsibility of borrowers to stay informed about equipment due dates.
 7. Disagreement with Policy: Disagreement with the CoJMC equipment checkout policy itself, rather than its specific application, is not

considered a valid ground for appeal. Appeals should focus on the specific circumstances surrounding the fine or fee.

8. Failure to Check Equipment Condition: Borrowers are expected to inspect and report any damage or issues with equipment at the time of checkout. Failure to do so does not constitute grounds for appeal regarding subsequent damage charges.

d. Appeal Submission

- i. To initiate an appeal, borrowers must complete the CoJMC Fines and Fees Appeal Form available on the CoJMC website.
- ii. The appeal must be submitted within 14 calendar days of the fine or fee assessment.
- iii. Borrowers are required to provide a detailed explanation of the grounds for their appeal and any supporting documentation.
- iv. Appeals will be accepted only if they fall within the criteria mentioned grounds of appeal.

e. Review Process

- i. The CoJMC Technology and Infrastructure Committee will be responsible for reviewing all submitted appeals. The CoJMC Checkout Room Manager will not vote on fine or fee appeals.
- ii. The committee will aim to resolve appeals within 30 calendar days of submission.
- iii. The decision of the CoJMC Technology and Infrastructure Committee is final and cannot be further appealed.

f. Outcomes of Appeals

- i. If the appeal is upheld, the fines or fees in question will be waived or adjusted accordingly, and any charges incurred as a result of the appeal will be reversed.
- ii. If the appeal is denied, the original fine or fee will stand, and the borrower will be required to pay the assessed amount.

g. Payment Obligation

- i. Borrowers who have an ongoing appeal must pay the undisputed portion of the fine or fee to maintain borrowing privileges.
- ii. Borrowers with unpaid fines or fees may not check out equipment until their account is in good standing.

h. Notification

- i. Borrowers will be notified of the Technology & Infrastructure Committee's decision via email within 14 calendar days of the decision.

i. Repeated Appeals

- i. Borrowers are permitted to submit one appeal per fine or fee assessed. Subsequent appeals for the same incident will not be considered.

j. Confidentiality

- i. All information provided during the appeals process will be treated with confidentiality and used solely for the purpose of reviewing the appeal.

k. Evaluation of Appeals by the Committee

- i. The evaluation of appeals for fines or fees at the College of Journalism and Mass Communications (CoJMC) is a thoughtful and thorough process. Each appeal is reviewed by the CoJMC Technology and Infrastructure Committee, which is committed to upholding fairness and consistency in the decision-making process.

ii. Evaluation Process:

1. Examination of Grounds for Appeal: The committee carefully assesses the grounds presented in the appeal to determine whether they align with the accepted grounds for appeal as outlined in CoJMC policy. This examination helps ensure that the appeal falls within the policy's parameters.
2. Review of Supporting Documentation: The committee reviews any supporting documentation provided by the appellant. This documentation is evaluated for relevance and its ability to support the claims made in the appeal. Supporting evidence, when applicable, plays a crucial role in the assessment.
3. Timeliness: The timeliness of the appeal submission is taken into consideration. Appeals must be submitted within 14 calendar days of the fine or fee assessment to be eligible for review. Timely submission is an essential aspect of the appeal process.
4. Clarity of Explanation: The clarity of the explanation provided in the appeal is carefully examined. A well-structured and comprehensive explanation that directly relates to the grounds for appeal contributes positively to the evaluation.
5. Consistency with Policy: The committee ensures that the appeal aligns with CoJMC policy, particularly with regard to accepted grounds for appeal. Any deviations or contradictions are noted and considered during the evaluation.

iii. Outcome:

1. Successful Appeal: If the committee finds that the appeal meets the criteria and supports a valid claim, the fines or fees in question may be waived or adjusted as appropriate.
2. Partial Success: In some cases, appeals may be partially successful, leading to adjustments in the fines or fees but not a full waiver.
3. Denied Appeal: If the committee determines that the appeal does not meet the criteria or lacks sufficient evidence, the original fines or fees will stand, and the appellant will be responsible for payment.

3. Equipment Inventory Policy

a. Purpose

- i. This Equipment Inventory Policy establishes guidelines and procedures for managing, tracking, and controlling equipment owned by the University of Nebraska-Lincoln College of Journalism and Mass Communications. This policy aims to ensure accurate and up-to-date records, efficient equipment utilization, and safeguarding university assets.

b. Scope

- i. This policy applies to all employees, contractors, and third-party personnel who are responsible for the acquisition, use, maintenance, or disposal of equipment owned by the University of Nebraska-Lincoln College of Journalism and Mass Communications.

c. Definitions

- i. Equipment: Any tangible asset, such as computers, laptops, mobile devices, audiovisual equipment, specialized equipment, or any other items owned or

- leased by the University of Nebraska-Lincoln College of Journalism and Mass Communications.
- ii. Equipment Custodian: An individual assigned the responsibility of managing and maintaining specific equipment.
 - iii. Equipment Inventory: A comprehensive record of all equipment owned by the University of Nebraska-Lincoln College of Journalism and Mass Communications, including details such as item descriptions, unique identifiers, locations, custodians, acquisition dates, and current conditions.
 - iv. Equipment Disposal: The process of removing equipment from the inventory due to reasons such as retirement, sale, donation, or disposal.
- d. Equipment Acquisition
- i. Approval: All equipment acquisitions must be authorized by the appropriate department manager or supervisor in accordance with the University of Nebraska-Lincoln College of Journalism and Mass Communications' procurement policies and budgetary constraints.
 - ii. Documentation: All equipment acquisitions must be documented and recorded in the equipment inventory, including relevant details such as item descriptions, serial numbers, purchase dates, costs, and warranty information.
- e. Ownership of Equipment
- i. University Ownership: All equipment purchased with any funding source, including state-aided funding, grants/contract funding, revolving/auxiliary funds and foundation funds, is the property of the University of Nebraska-Lincoln (UNL). It does not belong to any individual employee, department, or program.
 - ii. Use for University Purposes: Equipment is allocated to individuals, departments, or programs to fulfill their responsibilities and advance the mission of UNL. However, ownership and ultimate responsibility for the equipment remain with the university.
- f. Equipment Threshold and Circulation
- i. Inventory Inclusion: All equipment with a purchase price exceeding \$500 or available for circulation through the equipment checkout room, regardless of value, must be included in the equipment inventory. This includes computers, laptops, mobile devices, audiovisual equipment and other relevant assets.
 - ii. Furniture Exemption: This equipment inventory policy does not include furniture items, such as desks, chairs, cabinets, or other similar items unless they are part of specialized equipment or have specific identification requirements.
- g. Equipment Inventory Management
- i. Inventory Maintenance: The designated equipment custodian(s) shall maintain accurate and up-to-date equipment inventory records for the University of Nebraska-Lincoln College of Journalism and Mass Communications. Any changes, such as new acquisitions, transfers, repairs, or disposals, must be promptly recorded.
 - ii. Unique Identifiers: Each item of equipment should be assigned a unique identifier (e.g., asset tag, serial number) to facilitate tracking and identification.
 - iii. Physical Verification: Regular physical equipment verification should be conducted to reconcile the inventory records with the actual items. This verification should occur at least annually or as determined by college administration.

- iv. Reporting Loss or Damage: Equipment custodians must promptly report any loss, theft, damage, or malfunction of equipment to the appropriate department and the IT or facilities team, as applicable. Incident reports should be filed and investigated as necessary.
 - h. Equipment Transfer and Return
 - i. Equipment Transfer: When equipment is transferred between employees or programs within the University of Nebraska-Lincoln College of Journalism and Mass Communications, the equipment custodian must update the inventory records accordingly, ensuring accurate information regarding the new custodian and location.
 - ii. Employee Termination: Upon an employee's departure or termination from the University of Nebraska-Lincoln College of Journalism and Mass Communications, the employee must return all equipment owned by the college to the equipment custodian. Departing employees, whether through retirement or resignation, are prohibited from purchasing any equipment owned by the University of Nebraska-Lincoln College of Journalism and Mass Communications. The custodian shall update the inventory records accordingly.
 - i. Equipment Disposal
 - i. Disposal Process: Equipment owned by the University of Nebraska-Lincoln College of Journalism and Mass Communications should be disposed of by transferring it to the UNL Inventory Office or by selling it through procedures established by the university. The equipment custodian must initiate the disposal process by notifying the appropriate department and following the established procedures for transfer or sale.
 - ii. Data Security: Before disposal, all sensitive or confidential data stored on the equipment should be securely erased or destroyed in compliance with the University of Nebraska-Lincoln data security policies. Proper data sanitization procedures must be followed to protect the privacy and security of any stored information.
- 4. ITS Security Policy
 - a. Purpose
 - i. To protect the University of Nebraska-Lincoln's data, information and technology from corruption or theft and to protect faculty and staff from attempted fraud, the College of Journalism and Mass Communications security policy will require centralized management and encryption of all devices purchased by the college or with college funds and the completion of basic cyber security training for all regular full-time employees in the college.
 - b. Centralized Management
 - i. All devices purchased by the College of Journalism and Mass Communications, regardless of funding source, will be centrally managed by the University of Nebraska Office of Information Technology Services. This management will include the installation of required management software upon purchase and will allow ITS to manage software updates, security patches and other actions as needed to ensure the security of college devices. The ITS software will not provide access to employee activities or information contained on the device.
 - c. Encryption

- i. All devices purchased by the College of Journalism and Mass Communications, regardless of funding source, will be encrypted. Initial encryption will occur upon the purchase and set up of the device. Employees will authorize the installation of necessary software, as needed, and will maintain encryption on all devices during their possession. The standards of encryption will be determined by the University of Nebraska Office of Information Technology Services.
- d. Cybersecurity Training
 - i. All regular full-time employees in the College of Journalism and Mass Communications will be required to complete basic cyber security training within 90 days of employment or, for current employees, within 90 days of the adoption of this policy.
 - ii. Training will be provided by the University of Nebraska Information Technology Services and covers, at minimum, data protection and destruction, email security, device security, phishing, two-factor authentication and the NU password policy. Training may be periodically amended by Information Technology Services to ensure faculty and staff are educated on the most recent cyber security threats.
- e. Antivirus Software for Personal Devices
 - i. Palo Alto Cortex XDR antivirus software is available for installation on personal computers. This software works together with native antivirus and malware services to prevent viruses, torjans, worms and other malicious software from infecting your computer and spreading across the University network. This software is available for free from: <https://its.unl.edu/services/antivirus/>.
- f. Effective Date
 - i. The policy will be effective upon the date of adoption by the college faculty.

5. Laptop Policy

- a. All students in the College of Journalism and Mass Communications are required to purchase, lease, or have ready access to a laptop computer that meets or exceeds the specifications listed below. Students can choose between a Windows or Mac platform.
- b. Required Hardware:

	Windows	Mac
CPU	Intel 9th generation i5 minimum, i7 recommended. Quad Core + Required	M1 chipset recommended
Display	15" Full-HD recommended, 13" Minimum	15" Full-HD recommended, 13" Minimum
Ram	16 GB recommended, 8 GB minimum	16 GB recommended, 8 GB minimum
Disk Storage	SSD recommended, 500 GB minimum	SSD recommended, 500 GB minimum
Video Card	AMD or Nvidia graphics (Required)	AMD or Nvidia graphics (Required)

OS	Windows 10 (64-bit) version 20H2 or higher	MacOS 11 or higher
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- c. Required Software
 - i. Adobe CreativeCloud - available free to UNL students
- d. Recommended Additions
 - i. A 3-year extended warranty
 - ii. External drive(1TB or larger) for backups
 - iii. Microsoft Office
- 6. Facilities Hours & Access Policy
 - a. Purpose of the Policy
 - i. To enhance the safety and security of the faculty, staff and students in Andersen Hall.
 - ii. To mitigate the risk of theft, vandalism, damage or destruction of college property.
 - iii. To ensure that requests for access, beyond access that is automatically granted as described below, are reviewed and acted upon efficiently and expeditiously.
 - iv. To ensure compliance with UNL access policies.
 - b. Andersen Hall Access
 - i. Entrances
 - 1. Entrance doors to Andersen Hall will always remain locked and access will only be available by NCard. Access will be granted to anyone holding an active University of Nebraska-Lincoln NCard between the hours of 7 a.m. and 7:30 p.m. Monday through Fri-day.
 - 2. All faculty, staff, and CoJMC majors are granted 24-hour access to the east and west doors of Andersen Hall. Access updates for faculty, staff and majors will be submitted by the administrative associate at the start of each semester.
 - 3. Guests are welcome in Andersen Hall. Between 8 a.m. and 5 p.m., Monday through Friday, guests will be granted access by the CoJMC front desk using the intercom system located on the east and west doors. Guests must have a legitimate business or educational purpose to be allowed access to the building. Outside these hours, guests must be escorted by a CoJMC faculty or staff member.
 - ii. Husker Game Days
 - 1. On Husker game days, access to Andersen Hall is restricted to faculty and staff. Access will only be granted by NCard through the west entrance. The east entrance will be closed to everyone except UNLPD.
 - c. KRNU Studio 205
 - i. Access to KRNU Studio 205 is automatically granted to the station general manager and the college's master key holders. Additional access requests will be considered for current UNL students with a legitimate academic need for access. Approval will be granted by the KRNU General Manager.
 - d. Third Floor Television Studio
 - i. Access to the Third Floor Television studio is automatically granted to all CoJMC faculty, staff and majors in the college. Access will be updated at the beginning of each semester by the CoJMC Administrative Associate. Additional access

requests will be considered for current UNL students with a legitimate academic need for access. Approval will be granted by the Director of Operations.

- e. Checkout Room
 - i. Access to the CoJMC checkout room is automatically granted to the checkout room manager and Director of Operations. Additional checkout room access is restricted to student employees of the checkout room or additional college staff as determined by the Director of Operations. Requests for student access must be submitted by the checkout room manager or college leadership team and will be approved by the Director of Operations.
- f. Employee Offices
 - i. Access to employee offices is only granted to the individual faculty member and the college's master key holders through either NCard or key access. Additional access will not be granted to employee offices unless there are exigent circumstances as determined by college leadership.
 - ii. The administrative associate will issue office keys at the time of assignment.
- g. Classroom Keys
 - i. Key access to classrooms will be issued to all faculty, staff and graduate assistants supporting courses in the College of Journalism and Mass Communications. The administrative associate will issue classroom keys at the time of appointment.
- h. Resources Keys
 - i. Resource keys will be issued to all faculty and graduate assistants supporting courses in the College of Journalism and Mass Communications. The administrative associate will issue classroom keys at the time of appointment.
- i. The Agency
 - i. Entrances
 - 1. All CoJMC faculty, staff, and majors are granted 24-hour access to the Lincoln Children's Museum east entrance and the third-floor main entrance to The Agency. Access will be updated at the beginning of each semester by the CoJMC Administrative Associate. Additional access requests will be considered for current UNL students with a legitimate academic need for access. Approval will be granted by the Director of Operations.
- j. Master Keys
 - i. Master keys will only be issued to the college's leadership team and members of the college staff who, as the primary function of their role, have a direct need for master key access as determined by the Dean and Director of Operations.
- k. Additional Access Requests
 - i. CoJMC faculty and staff can request additional access to College of Journalism and Mass Communications facilities for students. Students who need to request additional access should contact their instructor.
 - ii. Requests must be submitted at least 48 hours before access is needed.
 - iii. All requests will be reviewed as indicated above. Approval will only be granted for academic and organizational purposes that do not interfere with the needs and priorities of the College of Journalism and Mass Communications. Access may be granted for classwork, experience lab activities, registered student organization activities, employment and other activities as deemed appropriate by the

appointed approver. The College of Journalism and Mass Communications reserves the right to deny or revoke access at any time and for any reason.

- l. Removal of Access
 - i. Access for CoJMC majors will be removed either (1) when they graduate, (2) or if they switch majors out of the College of Journalism and Mass Communications.
 - ii. Access granted to other students will be removed at the date indicated on the initial request, no more than 6 months after access is granted.
 - iii. Access for graduate students will be removed when they leave the college for any reason. Graduate students must return all keys issued to them for spaces within college facilities on or before their final day as enrolled graduate students in the college.
 - iv. Access for faculty and staff will be removed when they leave the college for any reason. Faculty and staff must return all keys issued to them for spaces within college facilities on or before their final day of employment.
 - v. The college reserves the right to revoke access without notice to any CoJMC facility at any time and for any reason.
- m. Effective Date
 - i. 24-hour NCard access to Andersen Hall will go into effect on the date that a guest intercom system is installed and functional. The remainder of the policy will go into effect upon adoption.

Adoption

The college's laptop policy was approved by the faculty on November 4, 2024. The checkout room fine and fee appeal policy was approved on March 8, 2024. The equipment inventory policy was approved on November 11, 2023. The ITS security policy was approved on May 13, 2022. The building hours and access policy was approved on November 11, 2021.