

MEDIA PLANNING BOARD

EQUIPMENT, SUPPLY AND PRODUCT USE POLICY

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Explanation: The Media Planning Board has the responsibility for general oversight of publications under its control. That responsibility includes insuring that publications and student staff members comply with state law and University policy governing use of property, funds, equipment and supplies in order to protect the financial integrity of each publication. The MPB must also insure that materials produced by each publication are retained in compliance with state law and in order to promote the editorial integrity of the publication.

At the same time the MPB also recognizes a responsibility to student staff members of publications to afford them the best opportunity possible to learn and gain practical experience useful in their later professional careers. The MPB recognizes that for some careers, such as photography, design, writing, editing, art and advertising, it is useful to have evidence of such past practical experience and expertise in the form of portfolio materials.

The MPB has adopted the following equipment, supply and materials use policy in furtherance of its legal and moral obligations under state law and University policy and to ensure that each publication as records and materials necessary to protect its financial and editorial integrity and to provide archives for potential future use. The policy also is designed to afford student staff members the opportunity to obtain evidence of their practical experience which will be useful in their professional careers.

POLICY: All equipment and supplies which are purchased with funds of the MPB funds of any publications under the control of the MPB or which are donated to the MPB or any publications under the control of the MPB are to be used for official business only. Any use of such supplies and/or equipment for personal projects or classroom assignments is strictly prohibited. The term "equipment and supplies" is used in its broadest sense and includes, but it not limited to all photographic equipment, film, chemicals, photographic paper, copier paper, telephones, computers, computer paper, photocopies and all other types of supplies and equipment owned or under, the control of the Media Planning Board. MPB equipment and supplies are to be used to produce only photographs, including slides and prints, negatives, written materials and art work for use in publications under the control of the MPB. Original products of this work are to be retained by the MPB, including negatives, transparencies, prints, art work and written materials. Staff members may make duplicate copies of their own work at their own expense for non-commercial use and for use in a portfolio. No materials produced for an MFB publication may be published in another publication without the written permission of the MPB or its designee.

RECEIPT AND ACKNOWLEDGMENT OF POLICY: By signing my name below, I hereby acknowledge that I have received and understand the above Equipment, Supply and Product Use Policy of the Media Planning Board. I agree not to remove any photographs, negatives, transparencies, artwork, files, etc. without obtaining the written permission of the editor of the publication and I promise to immediately return any materials I have in my possession when requested by the editor. I understand that I will be held responsible for the value of any supplies and services which are used in violation of this policy and for any loss of or damage to any equipment arising from any unauthorized use.

Signature: _____

DATE: _____

Name: _____