

UC Santa Barbara
Policies
Issuing Unit: Academic Affairs

Policy 1215
Date: November 1, 1972

ESTABLISHING CHARGES FOR LEARNING RESOURCES
AUDIO VISUAL EQUIPMENT USE AND
RENTAL

I. PURPOSE AND SCOPE:

This procedure outlines the steps necessary to establish charges for Learning Resources Audio Visual equipment use and rental.

II. REFERENCES:

None.

III. PROCEDURE:

The following formula will be used in determining rates for all such Learning Resources equipment. All rates will be reviewed and adjusted annually for salary and pricing changes.

A. Direct Costs:

1. From the current year's cost to the University, cost of the same unit in 5 years is projected. Based on an average cost increase per year of 5 to 7 percent, the total cost of replacement is shown.
2. Average yearly maintenance costs of labor for 5 years.
3. Average yearly repair/parts costs for 5 years based on past repair records.
4. Total of above costs.
5. Above total is divided by 5 to show cost per year.
6. Cost per year is divided by 180 days (i.e., the time available to check out equipment -- three academic quarters and one summer session).
7. Cost-per-day is doubled. Maintenance records show that equipment wear increases by a factor of 3.5 to 4 when checked out and operated by non-Learning Resources employees. This increase in wear is averaged in with use by student employees who are requested to operate the equipment for oncampus seminars, convocations, conferences, etc. (For purposes of uniformity, a day's use shall consist of borrowing equipment and returning it at any time during single day, or borrowing equipment on the afternoon of one day and returning it during the morning of the following day. Saturday and Sunday shall normally be considered as a single day, such that equipment borrowed on Friday afternoon and returned Monday morning shall be charged as a two-day rental.)

8. Included in the rental charge is the cost of replacement bulbs in equipment where such bulbs are used.

B . Indirect Costs:

1. A charge for administrative overhead will be assessed to equipment users. This charge will be computed based on the cost of office paperwork, office machine use, and the time to complete entries and billings by office staff.
2. The user will be charged the average cost of time required to train the user in the operation of the rental item. Such cost is arrived at by determining the average of employee wage-scales and the average number of minutes required, based on past records.

C. Adjusted Costs:

1. Above costs are totaled as a cost-per-day rental of equipment items.
2. Cost-per-day is projected to a cost-per-week by a factor of five and adding indirect costs of one day.
3. Cost-per-month rates are determined in the same manner as cost-per-week rates, except a factor of 20 is used as a daily/month base.
4. In some cases where equipment is of a minimum cost (\$50 to \$75 or less) a minimum charge of 50 cents per day will be assessed.
5. Operator rates are computed on average salaries of all Audio Visual Equipment and Scheduling staff personnel.

Please direct questions about these policies to Meta.Clow@vadmin.ucsb.edu. For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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Last Modified By: EBH, 7/09/98