

UC Santa Barbara
Policies
Issuing Unit: Academic Affairs

Policy 1210
Date: November 1, 1972

INSTRUCTIONAL CHARGE RATES FOR
RESOURCES EQUIPMENT AND FACILITIES

I. REFERENCES:

- A. UCSB Policies Manual, Policy 1215, Establishing Charges for Learning Resources/Audio Visual Equipment Use and Rental.

II. POLICY:

A. Instructional Utilization:

Faculty use of the services and equipment in direct support of registered departmental classwork instruction shall receive first priority consideration at no charge to the user.

When making requests for Learning Resources work, the faculty member can obtain authorization to have the costs absorbed by Learning Resources when the materials are directly in support of the Instructional Program. Such authorization shall come from the Associate Director of Learning Resources. However, NO rush work can be accepted for classroom budget absorption by Learning Resources.

B. Non-Instructional Use:

When Learning Resources equipment such as audiotape recorders, projectors, etc., are needed for administrative and general institutional activities, grants for research, recognized extra-curricular activities such as publishing, nondepartmental instruction such as special seminars or lectures, off-campus organizations and other uses not directly associated with regularly scheduled teaching-learning activities as part of the curriculum, the equipment can be rented for a three-day period. If an operator is needed, the department involved shall pay for the operator labor cost of \$3.00 per hour. See Attachment A for the current equipment rate schedule.

For periods of longer than three days, permission must be obtained from the Associate Director of Learning Resources. A charge per day for usage up to and including a monthly charge will be made. (Please consult the charge-rate schedule in UCSB Procedure 1215 for equipment costs.)

The policy for charges for Photographic RUSH orders is as follows:

- a. There will be a charge of 50% of the RUSH order.
- b. The minimum RUSH charge shall be \$5.00 on all orders less than \$5.00, and a maximum RUSH charge of \$15.00 on all orders exceeding \$30.00.

C Self-Supporting Organizations:

University Extension and other agencies, either off campus or on, who derive their income independently from University funds will be charged a per day rate for each item of equipment (see Attachment A). If an operator is needed, \$3.00 per hour will be charged for delivery, operator time, and return of the equipment.

D. Student Usage:

Student groups, with the approval and signature of the Organizations Coordinating Board or the Dean of Students and Associated Students advisers, may borrow equipment for overnight use. They shall pick up the equipment before 4:30 p.m. and return it the following day before 11:30 a.m. They shall furnish their own operator, or if an operator is desired, a charge of \$3.00 per hour shall be made.

III. ATTACHMENT:

A. Learning Resources Equipment Rate Schedule.

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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