

## Equipment checkout procedure

### Overview

Four tape recorders/microphones are available for checkout for approximately 30 teams over the course of eight weeks. Therefore, it is essential that you plan carefully and in advance. There will be too few recorders available if everyone waits until the due dates to schedule interviews.

Keep in mind the broad “community standards” that apply when using this equipment, especially in the process of reserving, borrowing, and returning equipment.

### Community Standards

Prompt return—at the listed time.

Care of equipment.

### Reserving Equipment

- You must physically sign up, *in advance*, to check out a tape recorder/microphone in Cindy Shairba’s office in the History Department (RT 1910); alternately, contact Mary Ann Tokmenko.
- When signing up, you will list a “borrowing” time and a “return” time on the calendar. You are responsible for meeting both of those deadlines, especially the return time.
- The office is open between 8 AM and 5 PM, weekdays. It is advisable that you call ahead (216) 687-3920 to ascertain if someone is available to open the office. There may be stretches of 10-15 minutes where nobody will be available to open the office.
- However, neither Cindy or Mary Ann will take phone messages altering the schedule. You must do this in person.
- You should reserve for the minimum amount of time necessary in the interview.
- You may reserve the recorders for only 24 hours, during the week or from a Friday through a Monday on weekends.

### Borrowing equipment

- The office is open between 8 AM and 5 PM, weekdays. It is advisable that you call ahead (216) 687-3920 to ascertain if someone is available to open the office. There may be stretches of 10-15 minutes where nobody will be available to open the office.
- Sign the equipment out on the “sign-out” sheet and do an inventory of the materials in the “bag.”
- Pick up additional tapes, batteries, or permission forms (also available on the web in PDF format).
- 

Since a number of students are working on this project, it is essential that you plan well in advance.

### Returning Equipment

You must disassemble the microphone, remove batteries, and return all components to their original location in the carrying case. You or your partner must return the equipment within 24 hours—NO EXCEPTIONS.