

PROTOCOL FOR THE PROCESSING, LOAN AND USE OF AUDIOVISUAL EQUIPMENT

Vice-Deanery, Infrastructures

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Preface

The increase in audiovisual equipment for teaching and research in the Faculty of Social Sciences and Communication, as well the growing demand for its use and maintenance costs, mean that its use and management need to be regulated.

With the aim of optimizing and conserving the available resources in the best possible condition and of guaranteeing the correct functioning of the infrastructures of the Faculty, this Protocol has been drawn up to regulate the procedure for the use of audiovisual equipment by the university community of the Centre.

This protocol also sets out to detect and act quickly in the event of equipment failures, incorrect use, theft, loss and lack of compliance with collection and return periods of the material. These factors have a negative impact on the organisation of teaching.

The aim of this Protocol, therefore, is to foster the correct and responsible use of audiovisual material in the Faculty so that it may be used by the largest possible number of people and guaranteeing the good provision of a public service.

The "Protocol for the processing, loan and use of audiovisual equipment" is an initiative of the Vice-Deanery of Infrastructures of the Faculty of Social Sciences and Communication, and is approved by the Board of the Centre, acting within its powers and functions defined in article 10.2 h) and i) of the Framework Regulation for Centres of the UPV/EHU.

ARTICLE 1 - Supervision and maintenance of audiovisual equipment

Due to the reasons stated in the Preface, the Centre, through its Specialist Technical Personnel in Multimedia Systems, will undertake the management of the audiovisual material of the Faculty that is available for loan to all users in the Mailegua Service, as well as supervising and ensuring the good condition of said equipment.

ARTICLE 2 - Definition of collection and return times

I. At the start of each term, the Vice-Deanery of Infrastructures will establish a timetable for the collection and return of equipment and materials

based on teaching timetables and requirements. Any need that involves a change to the planning of teaching and, therefore, a modification of timetables, will be evaluated by the Vice-Deanery of Infrastructures.

II. The collection and return of equipment will **always be done during the times established.**

III. This timetable will be updated **every term** and will be published on the Faculty website, and also on the notice board of the Mailegua Service on Floor 0.

ARTICLE 3 - Requests

I. Requests for equipment **for teaching** (contact hours) will be made as follows:

1. At the start of each term, the teaching staff will send the Mailegua Service a general work plan for groups and subjects (type of equipment, number, etc.). If, during the term, the request is withdrawn, the Mailegua Service should be notified so that it can put the equipment at the disposal of other users.
2. Nevertheless, the professor responsible for teaching will confirm to the Mailegua Service specific requests and needs for his/her contact hours with at least 1 week's advance notice of the date of collection.
3. Through the procedure published on the Faculty's website, in the section titled "Reserva de equipos" (reservation of equipment), requests are registered through a link to specific software and (as the case may be) the data of the professor, the student/person responsible, the equipment and the date of return.
4. The specialist technical personnel in multimedia systems will check the request against the equipment to be loaned. A record will be kept of requests, collections, returns and the detection of incidents affecting the requested equipment.

II. The request for equipment **not related to teaching** (work outside contact hours) will be made as follows:

1. The student should make the request through the procedure established in the section "Reserva de equipos" on the Faculty website (one request per camera).
2. The student should send the request by email to the corresponding professor so that he/she can authorise it, with at least 48 hours advance notice before the date of collection.
3. To collect the requested equipment, the student should present his/her university card or National Identity Card/Passport. The equipment will only be handed over to the person who made the request.
4. The **student is responsible for checking the equipment** before leaving the Mailegua Service. By withdrawing the equipment, the student accepts it both in terms of the quantity of elements and their condition. If any fault in the equipment is detected, this should be notified to the Mailegua Service personnel.
5. With a view to satisfying the demand for equipment from subject groups, the maximum time it can be loaned is one week, except for the holiday periods at Christmas and Easter, in which case the reservation can be extended for the duration of these periods.
6. Each student may only request 1 camera in his/her name.
7. In the event of the memory card not being returned by the student together with the rest of the equipment, a maximum period of 48 hours (2 working days) is established for their return.

III. Special requests

The use of audiovisual materials not related to teaching (research, etc.), and for reservation requests longer than one week, the user of the Faculty of Social Sciences and Communication must make the request to the Vice-Deanery of Infrastructures with **at least one week's advance notice**. The Vice-Deanery of Infrastructures will study the request and will issue the corresponding authorisation, as the case may be.

ARTICLE 4 - Order of priority

If the volume of requests makes it impossible to for all the equipment to be used, the following order priority will be observed:

1. Requests from subjects that have the teaching (in Medialab) of Degree Courses in Communication, Audiovisuals, Advertising and Public Relations and Journalism assigned, in that order. Higher courses will also have priority over lower courses, and compulsory subjects or core subjects and core subjects in other branches will also have priority over options.
2. Requests for teaching use of 3rd cycle studies (Doctorate, Postgraduate and Masters) of the Audiovisual Communication and Advertising Department.
3. Requests for teaching use of 3rd cycle studies (Doctorate, Postgraduate and Masters) of the Department of Journalism.
4. Requests from degree course subjects of Sociology and Political Science and Public Sector Management.
5. Requests for teaching use of 3rd cycle studies (Doctorate, Postgraduate and Masters) in Sociology and Political Science and Public Sector Management.
6. Requests for use linked to academic research by Faculty professors.
7. Requests for teaching and/or research use by UPV/EHU professors.

ARTICLE 5 - Incidents and consequences

I. When the end user returns the equipment, **he/she should notify** the technical personnel of the Mailegua Service of any incident/fault detected (breakage, fault, poor functioning...) so that it can be repaired at the earliest opportunity.

II. On receiving the material, **the end user(s) are responsible** for the correct use of the equipment and for any damage that may have been caused through poor use or incorrect care of it. As a result, the end user(s) of the Mailegua Service should ensure that the loaned audiovisual equipment is secured at all times, from its collection to its return. This involves taking appropriate measures to avoid loss, damage and theft. Therefore, the person collecting the equipment is responsible for taking care of the loaned material and keeping it safe. In other words, the material should be kept in places under controlled conditions (humidity, temperature, cleanliness, etc.) and with restricted access. The security of the equipment should be guaranteed,

avoiding any possibility of theft (for example, the material should not be left inside a vehicle where it can be seen, in cabinets or drawers without locks, unsupervised, etc.). Non-compliance with these obligations will be considered inappropriate use of the equipment.

III. In the event of certain inappropriate use of the audiovisual equipment, the following consequences are established:

1. Late return

If the equipment (complete or one or other of its components) is not returned in the stipulated period (last day of the period granted and 2 working days more for memory cards), other users may be jeopardised. Therefore, the user responsible for this delay may be disqualified for 1 month from further requests for new equipment, through the procedure indicated in point IV of this ARTICLE.

In serious cases of delay in returning (i.e. one week after the return period has expired, the Vice-Deanery reserves the right to undertake any actions it considers appropriate according to the current regulations, among them the institution of disciplinary proceedings and/or a complaint before the competent authorities.

2. Requests for equipment that is not collected

If on more than two occasions it is observed that a user has reserved equipment but has not collected it without notification or a justified documented reason, the users may be disqualified from requests for new equipment for a period of 1 month.

3. Loss of equipment

In the event of loss of audiovisual material, the responsible user may be disqualified from requesting new equipment until it has been replaced, through the procedure indicated in point IV of this ARTICLE.

4. Breakage/failure/deterioration of the equipment

In the event of breakage/failure/deterioration of the equipment due to incorrect use of it, the responsible user may be disqualified from requesting new equipment until it is replaced, through the procedure indicated in point IV of this ARTICLE. Incorrect use is assumed, unless the user can provide proof that the breakage/failure/deterioration is due to another cause not attributable to him/her.

5. Removal of equipment

5.1. Theft of equipment

If the loaned audiovisual equipment is stolen from the user(s), they should report this to competent authorities and notify the Faculty so that it can proceed in consequence. Nevertheless, the responsible user must replace the stolen material, and may be disqualified from requesting new equipment until the previous equipment is replaced, through the procedure indicated in point IV of this ARTICLE.

IV. Evaluation and resolution procedure: *Incident Committee for audiovisual material*

With the aim of ensuring the correct use of the audiovisual material of the Faculty and to deliberate on incidents and consequences established in point III of Article 5, an *Incident Committee for audiovisual material is set up*.

1. Composition

1.1. The *Incident Committee for audiovisual material* will consist of five persons:

- The Vice-Dean of Infrastructures
- The highest-ranking member of the Administration and Services Personnel of the Centre (Head of Administration) or a person delegated by him/her.
- The highest-ranking member of the Specialist Technical Personnel in IT or multimedia systems (in both levels) in the Centre or a person delegated by him/her and, as the case may be, someone of equal rank with the highest seniority in the category.
- A professor who teaches in a subject linked to the teaching equipment used for recording.
- A student.

1.2. Selection of the professor and the student

The professor will be appointed by the Faculty Board from among the staff who teach in subjects that require the use of audiovisual equipment, for a period of two years. An incumbent and a substitute will be nominated.

The student will be appointed by the Students Council for a period of two years from among higher-year students (years 3 and 4) of degree courses most directly related to the technical areas (Audiovisual Communication, Advertising and Public Relations; Journalism; Sociology, and Political Science and public sector management, in that order of preference). An incumbent and a substitute will be nominated.

1.3. Incompatibilities

The person who holds the post of Vice-Dean of Infrastructures may not be elected as a professor on the ***Incidents Committee for audiovisual material***. Any member of the Committee may abstain or be challenged in the cases envisaged in the Law (Art. 23.2 of Act 40/2015 of 1 October 2015 on the Legal System Governing the Public Sector).

2. Decision-making procedure

2.1. Convening the Committee

At the moment of notification of an incident to the Mailegua Service, it will be referred to the Vice-Deanery of Infrastructures, which will convene the members of the ***Incident Committee for audiovisual material***, and also the student(s) responsible for the incident and his/their professor, to a meeting to deal with the matter. The period for convening the Committee will be ten working days.

2.2. Joint session

During the meeting, all the parties involved in the incident referred to the Mailegua Service will be heard.

2.3. Deliberations and approval of decisions

Once the joint session with the persons involved in the incident referred to the Mailegua Service has taken place, the Committee will deliberate on the matter and will take a decision about the matter. This will be stated in Minutes. The decisions of the ***Incident Committee for audiovisual material*** will be approved by a simple majority. In the event of a tied vote, the Vice-Dean of

Infrastructures will have a casting vote. The Minutes of the Committee Meeting will be sent to the Management of the Faculty.

2.4. Publishing of decisions

The decision of the *Incident Committee for audiovisual material* stated in the Minutes will be notified to the student(s) responsible for the incident and to their professor within 10 working days. The Minutes will state the period and the mode of compliance with the decision on the incident.

The Minutes of the *Incident Committee for audiovisual material* may be published on the Centre's website and in the Mailegua Service, with the due protection of personal data of the persons involved.

2.5. Non-compliance with the decision

In the event of the student(s) not complying with the decision of the incident in the period laid down, the Vice-Deanery reserves the right to initiate all the measures it considers appropriate according to current regulations, among them the institution of disciplinary proceedings and/or reporting the matter to the competent authorities.

In any case, the Centre reserves the right to resort to all the means at its disposal with the aim of remedying the damage caused by the inappropriate use of the material.

ARTICLE 6 – Shared responsibility

In any event, the person who is the end user of the material will be liable for the incidents received in the Mailegua Service, regardless of whoever appears as the person requesting the use of the material. When it is a case of teaching practice groups, this also includes all the members of the group to which the end user belongs. This means that there will be a "shared responsibility" regarding compliance with the decision of the Faculty for the correct use of the Mailegua Service, and also in compliance with other incidents and consequences that are established in this Protocol.

If requested by the Faculty Management, the teaching staff should also provide it with information on the composition of each group of teaching practice students in their subjects (names and email addresses of the students).

ARTICLE 7 – Dissemination of the protocol

The Faculty of Social Sciences and Communication will disseminate the Protocol through the Centre's website, and it may also use other channels for this purpose (Noticeboard of the Mailegua Service, briefings, etc.). The teaching staff of the subjects related to the loan of audiovisual material will inform the students of this Protocol at the start of the term. Therefore, the teaching staff is advised to publish this document in its eGela and, as the case may be, on the platforms it uses to support its teaching.

ARTICLE 8 – Modification of the Protocol

This "Protocol for the processing, loan and use of audiovisual equipment" may be adapted depending on the teaching requirements for audiovisual equipment and management resources, while always following the procedure that has been established to approve and implement it.