

**Florida Gulf Coast University – College of Education
Educational Technology & Curriculum Resource Room**

Guidelines

Delivery to Offices – Allowable items can be via email to coeresource@fgcu.edu. Items will be checked out via the online portal and delivered to faculty/staff offices during scheduled operating hours.

Pick Up from Offices – Allowable items can be returned to the resource room via pick up during the scheduled operating hours. Email coeresource@fgcu.edu to request pick up. Only items that are available for delivery to offices can be picked up from offices. By requesting pick up, you are authorizing a student employee to enter your office, be sure to leave the item in an obvious location so as to minimize disruption of any other items.

Student Check Outs – At this time, items can only be checked out to students in person during operating hours. Items must also be returned during operating hours. Faculty are to email coeresource@fgcu.edu with authorization for students to check out items.

Lending Period – Items are checked out for the duration of the semester. If an item is requested by another party, the party currently holding the item will be contacted to return the item or coordinate with the interested party so that everyone has access to the items. Note that some items have limited check out periods.

Fines – Items returned past the approved lending period are subject to fines as indicated in the table at the end of the guidelines. Fines can be paid in cash or check made out to Florida Gulf Coast University.

Operating Hours – The operating hours of the Resource Room will be decided each semester and are dependent on the availability of student part time staff. During the operating hours the Resource Room will be available for browsing, checking out, checking in, and using items. Faculty, staff, temporary employees, student, and community members are welcome to access the Resource Room during this time.

Student Use During Non-Operating Hours – Faculty members may arrange for the Resource Room to be made available to students for use during non-operating hours. However, the faculty member, or their designee, must be present in the room at all times. And, it is their responsibility to ensure that no items are removed from the Resource Room. Items can only be checked out during operating hours.

Reporting Malfunctions – If an item malfunctions while it is in your possession, you are required to submit an online ‘Malfunction Report’ as soon as possible. The report must be completed before the item is checked back in. This ensures that the items available for use by others are all in working condition.

Reporting Incidents of Damage, Theft, or Loss – If an item is damaged, stolen, or lost while in your care, you are required to submit an online 'Incident Report' within 24 hours of the incident.

Access to Report Forms – Reports are available on the COE Educational Technology & Curriculum Resource Room website – <https://www.fgcu.edu/coe/resourceroom.aspx>

Online Access to the Resource Room Inventory – A link to the Resource Room inventory can be found on the COE Educational Technology & Curriculum Resource Room website – <https://www.fgcu.edu/coe/resourceroom.aspx>

Restricted Equipment – Some items in the Resource Room are considered restricted due to their value, requirement for special training, or propensity to damage. The items in the categories below are all considered restricted. These items are not available for delivery check out and patrons seeking to check out these items must meet the listed qualifications.

Computers & Tablets – Due to university policy, these items can only be checked out for 10 days at a time. All computers and tablets must be in the Resource Room during the College of Education's inventory period, usually the first two weeks of the spring semester though subject to change.

iPads Tagged for 'Literacy Festival' – iPads assigned to the Literacy Festival require preauthorization from Dr. Dawn Martelli before they can be checked out. Authorization can be sent via email to coeresource@fgcu.edu

Virtual Reality – Patrons are required to check out and check in these items in person.

Coding & Robotics – Patrons are required to check out and check in these items in person.

3D Printers – Patrons are required to check out and check in these items in person.

Drones – Patrons are required to check out and check in these items in person. Training must be completed with Dr. Robert Kenny before check out. Confirmation of training to be provided via email to coeresource@fgcu.edu.

Late Fine Schedule

Category	Lending Period	Late Fine Per Day
3-D Printing	14 days	1.00
Assessment Kits	14 days	.25
Audio	14 days	.25
Books	14 days	.25
Classroom Learning Kits	14 days	.25
Coding and Robotics	14 days	1.00
Communication Devices	14 days	.25
Drones	14 days	1.00
Electronics	14 days	1.00
Instructional Kits	14 days	.25
Laptops and Tablets	10 days	1.00
Manipulatives	14 days	.25
Other	14 days	.25
Science	14 days	.25
Software	N/A	N/A
Video	14 days	.25
Virtual Reality	14 days	1.00