

OFFICE OF EDUCATIONAL TECHNOLOGY

EQUIPMENT CHECKOUT POLICIES & PROCEDURES

Loan of Equipment

Current College of Education faculty, staff, and students may check out equipment from the Office of Educational Technology. Patrons will need a valid University ID card, and a signed loan agreement.

When equipment is checked out, patrons will receive a receipt that acts as a permission slip to borrow the equipment. Patrons should keep this receipt while in possession of the equipment as it has important information for identification purposes.

Patrons will be held responsible for all equipment checked out to them when they sign the contractual agreement. It is understood that all such equipment shall be returned to the equipment room in the same proper working condition as it was issued.

It is the patron's responsibility to accept only equipment in proper working conditions from the equipment room. Patrons should check the parts and contents against the receipt.

Should equipment become faulty for any reason while in the patron's charge, absolutely no attempt should be made by the patron (or anyone else) to repair it. If faulty, the equipment should be returned immediately to the equipment room.

Under no circumstances should any equipment in your charge be loaned to any other person. All equipment transfers must be handled through the equipment room, even to the next user in line; patrons could wind up paying dearly for someone else's carelessness.

It is essential that equipment be returned to the equipment room on time. Late fines WILL be enforced. If you are late, you will be fined according to the *Cost and Fine Sheet*. Extenuating circumstances will be considered only if the equipment room is notified before the equipment is past due. Phone calls to the equipment room should be made during equipment room hours. Messages left on voicemail will not be accepted.

Reserved equipment must be picked up on time or your reservation may go to someone else. It is the patron's responsibility to be aware of the equipment room schedule. You may check equipment in earlier than the return time, and you may pick up reserved equipment earlier than the reserved time if the equipment is available.

Equipment checkout privileges may be revoked at any time without warning due to careless handling of equipment, repeated lateness, or abuse of equipment room policy.

Terms of Loan

All equipment may be signed out for a maximum of 72 hours (3 days, 2 nights).

Patrons are allowed one renewal. Items may only be renewed on the date that they are due to the checkout center, and only before the item is due. Renewal requests made after the equipment is due

will not be considered, and the patron may be subject to a fine. After one renewal, the patron must wait 24 hours after returning an item before that item can be checked out again.

Day checked out...	Day due...	With renewal...
Monday	Wednesday	Friday
Tuesday	Thursday	Monday
Wednesday	Friday	Tuesday
Thursday	Monday	Wednesday
Friday	Tuesday	Thursday

Extended loans of any equipment will be allowed only with special permission from the Associate Director of Educational Computing and Media. Reservations for extended periods or holidays will be considered on a proposal basis. Falsified or misrepresentation of special permission will result in immediate revocation of equipment room privileges.

Reservation of Equipment

Equipment reservations can be made at any time during equipment room hours for any time during the current semester. Pre-approved/long-term projects may be given special consideration by the Associate Director of Educational Computing and Media.

If a reservation can be placed, a confirmation of the reservation will be sent via email to the patron.

Lost or Damaged Equipment

The patron is responsible for returning all equipment in the same condition as when received.

The patron will be responsible for the cost of replacement of any equipment not returned, or equipment returned which is damaged beyond repair. Costs for equipment replacement can be found in the *Cost and Fine Sheet*.

The patron will be responsible for the repair cost (not to exceed the replacement cost) or any equipment that is returned in damaged condition.

Costs assessed against the patron will be treated as any other debt owed to the University, and failure to pay as required may result in loss of privileges and benefits, including but not limited to prevention from registration for courses, delay in receipt of grades, or withholding of granting of certificates or degrees.