

Digital Learning Lab – Instructional Resource Center Equipment Borrowing Policies

- **Eligibility:** Equipment loans are provided only to currently enrolled UPSem and BTSR students, faculty, and staff. Patrons must present a Morton Library card and a photo ID in order to check out equipment. A patron may not check out equipment for another person. The full responsibility for all equipment loans rests with the person who picks up the equipment.
- **Appropriate Use:** Priority is given to equipment needed for curricular projects or internship work and can be used both on-campus and off campus. The Library does not assume any liability for inappropriate use of borrowed equipment.
- **Reservations:** Reservations can be made in advance for all equipment and will ensure that needed equipment is available. Reservations can be made online, via phone (804-278-4324), or in person in the Instructional Resource Center. Drop-in pickup is available.
- **Pick Up/Return:** Equipment must be picked up and returned at the Digital Learning Lab (Room 203 in Morton Library) or to staff in the Instructional Resource Center between the hours of 8 am – 4:30 pm. Patrons will need to sign a statement acknowledging the terms of the loan before equipment is loaned. This signed form will cover any equipment loan checkouts for an academic year. Equipment should be returned to the IRC between 8:00 am – 4:30 pm, but may be returned to the Circulation Desk after 4:30 pm. Equipment should never be left in the Book Drop outside the Library.
- **Condition of Equipment:** The IRC staff will make every effort to make sure the equipment is in working order, but it is recommended that each borrower check to make sure the equipment is working before leaving the Lab.
- **Loan Period/# of Items:** Equipment loans are made for **one week with no renewals** and up to three pieces of equipment can be borrowed at one time.
- **Fines:** Patrons are financially liable for any items not returned on time or returned requiring repair or replacement. Overdue fines will accrue at the rate of \$.50/hour for the first 36 hours. After 36 hours, the equipment will be declared lost and the borrower will be charged replacement costs and a \$30 processing fee. Borrowing privileges will be suspended until the fines for equipment damage/replacement have been paid in full.
- **Damages/Replacement Costs:** Borrowers are responsible for all damages to equipment while it is checked out to them. This includes, but is not limited to: theft, abuse/misuse of equipment, neglect or carelessness. Patrons will be responsible for paying a replacement charge plus a \$30 processing fee for damage to or loss of equipment/accessories. If the exact piece of equipment is no longer available, replacement costs will cover equipment with similar specifications. The Library reserves the right to determine whether the condition in which a piece of equipment is returned requires repairs or replacement of the equipment, as well as who will do the repairs and

where replacement equipment will be purchased.

- **Tablets/Apps:** Our iPads and Android tablets will be preloaded with apps that are used for teaching/demonstration in the Digital Learning Lab. If a patron needs a particular app for curricular use outside of the Lab, please let the IRC staff know before checking out the tablet and we will install it.
 - **Confirming Equipment Return:** It may take up to 15 minutes to confirm that all equipment components have been returned (cables, cords, etc.). Patrons are asked to stay until the return of all equipment is verified and a receipt will be given. Patrons are financially liable for any missing cables or components loaned with the primary piece of equipment.
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- I have read and understand the Digital Learning Lab Equipment lending policies and I agree to be bound by them.
- I have verified that **I have received all the components** on the equipment loan checklist unless otherwise stated.
- I understand that this equipment needs to be returned to the Digital Learning Lab (Room 203) or the Circulation Desk on or before the due date/time listed on the attached equipment loan agreement or as record in your patron record online.
- I understand that if I do not return this equipment on time, I will be held responsible financially. For items not returned on time, a late fine of \$.50/hour shall accrue for the 36 hours after the due date/time has been reached. The full replacement cost shall be charged for all equipment not returned within 36 hours after the due date/hour.
- I understand that if I return this equipment in improper working condition or with components missing, I will be held responsible for repair or maintenance costs up to the replacement cost of the equipment.
- I understand that I am responsible for the safe return of this equipment to the Digital Learning Lab/Instructional Resource Center and that I am responsible for all damage costs should they occur.

Signature (Print Name Below)

Date