

## Policies

- Location:
  - User Services will be responsible for access to all materials, including checkout and returns.
  - Additional items will be stored in the Multimedia Lab and in room 307 and brought down as needed.
- Patrons:
  - Loans for this equipment will be limited to teaching faculty. Patrons will confirm their status when borrowing items by signing the checkout form.
- Fines and fees:
  - Patrons will not be subject to late fines for this equipment but may be held responsible for replacement costs if the item is returned damaged due to patron misuse or neglect.
  - Replacement costs will be determined for each item based on the price and processing fees. This amount will be noted on the checkout form.
- Checkout periods:
  - Wacom monitors and USB microphones will check out for three months at a time.
  - Webcams and iPads will check out for six months at a time.
- Renewal:
  - All items may be renewed three times through our system.
  - Renewals are subject to item availability. There should be at least one other available of the same equipment type.
  - After the maximum loan length has been reached, patrons should bring equipment to the library in order to return or borrow again.
- Holds:
  - All items will be available on a first come, first serve basis. Exceptions may be made by special arrangement.
- Checkouts:
  - Patrons may check out equipment by requesting it in person at the User Services desk.
  - A Charger Card or other valid form of photo identification will be required to look up the patron's library account.
  - Library staff and patrons will fill out the required form (included below) with the patron's information and all equipment included in the check out.
  - Patrons must also sign the form in order to acknowledge the item policies and replacement costs, as well as to confirm their position as teaching faculty.
  - Only one item of each type of equipment (iPad, microphone, etc) per patron may be checked out at one time.
- Returns:
  - Items must be returned to the User Services desk during open hours. (Equipment may not be returned to indoor or outdoor bookdrops.)
  - Patrons will be required to sign the same form in order for items to be marked as returned.
  - Any damaged or missing items will be noted at this time.

Patron Name: Last \_\_\_\_\_ First \_\_\_\_\_

A#: \_\_\_\_\_ Email: \_\_\_\_\_

Barcode(s): \_\_\_\_\_

DATE OUT	DATE DUE	DATE RETURNED

**Item Checklist** Check the condition of each item: ✓ = Item in good condition;  
X = Item in poor condition, non-functional or missing; N/A = item is not applicable to the loan:

OUT	ITEM	IN
	iPad	
	Case w/keyboard	
	Power Adapter	
	USB Cable	
	Microphone	
	Stand	
	Cable Case	
	USB Cable	
	Wacom Monitor	
	Pen	
	HDMI Cable	
	Charging Cable	
	Wall Plug	
	Webcam	

**Equipment Checkout Policies:**

You are responsible for any damage done to the equipment while it is checked out to you. If the device is damaged, lost, or stolen you will be charged replacement costs plus a \$50.00 processing fee. Replacement costs are subject to change at any time based on availability. Once replacement costs and fees are collected, the library will retain the damaged item.

Any information saved or downloaded on the device will be cleared when returned.

Only one of each item type may be checked out at a time.

Items must be returned to the User Services desk during open hours. (No bookdrops)

*By signing below, I agree that the equipment is in good, working condition with no visible damage and that I am eligible to borrow the equipment as a teaching faculty member.*

<b>Checkout signatures</b>	<b>Discharge signatures</b>
_____	_____
<b>Salmon Library staff</b>	<b>Salmon Library staff</b>
_____	_____
<b>Patron</b>	<b>Patron</b>

Additional Information:

	<b>Wacoms</b>	<b>Microphones</b>	<b>Webcams</b>	<b>iPads</b>
Loan Period	3 months	3 months	6 months	6 months
Overdue Fines	none	none	none	none
Renewals	three	three	three	three
Replacement Costs	Wacom Cintiq \$650.00 Power Supply \$20.00 Cables \$20.00	RODE Microphone \$170.00 USB cord \$20.00 Stand \$20.00	Logitech Webcam \$55.00	iPad \$500.00 Power Supply \$20.00 USB cord \$20.00 Case \$50.00
Other Fees	Book Drop Return \$15.00	Book Drop Return \$15.00	Book Drop Return \$15.00	Book Drop Return \$15.00

Staff Notes: