

# Equipment Circulation Policy



## Policy Rules

Note: this policy applies to cameras, calculators, projectors, USB microphones, webcams, tripods, and PowerPoint clickers.

1. Equipment checkout is limited to current LWTech employees and students with a current LWTech ID card.
2. Equipment has a 7-day loan period.
3. Equipment may not be reserved in advance.
4. When you check out equipment, you acknowledge that it is fully functioning, undamaged, and that all the parts are there.
5. Only one kind of equipment item may be checked out at a time, e.g. only one video camera at a time.
6. Do not leave equipment unattended at any time.
7. Equipment can be renewed one time, unless another student places a hold on the item. Equipment may be renewed in person or online via Primo (the library catalog). Equipment may not be renewed over the phone.
8. Equipment must be returned to a library staff member at the information desk in the same condition it was in when you received it.
9. In the event of damaged equipment, library staff will determine if damage is the result of normal wear and tear. Do not attempt repairs, adjustments, or alterations of any kind.
10. **If the equipment is lost or damaged, you will be responsible for all repair or replacement fees.** You may contact the library at any time to ask about replacement fees for particular items.

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## Statement of Understanding of Equipment Circulation Policy

I have read, understand, and will comply with all of the Equipment Circulation Policy. A copy of this policy has been given to me. I understand that I assume complete financial responsibility for the equipment checked out to me.

Select one:

- Student
- Employee

Printed Name: \_\_\_\_\_

SID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_