A. RATIONALE
This policy is established to provide all current Old Dominion University students, faculty and staff a fair and equitable opportunity to borrow equipment from the Learning Commons.

B. DEFINITIONS
Equipment loans defines all equipment loaned through the Learning Commons.

Loan Period is either 7 days or 4 hour in-library use, depending on the type of equipment.

Fines will be applied if the device is kept out longer than the established due date/time. All cables and accessories must be returned to avoid late fines.

Fees will be applied if the device is not returned, lost, stolen, missing parts, or damaged. The fee amount will be determined by authorized Learning Commons staff.

C. GENERAL GUIDELINES

- All equipment will be checked out from and returned to the Perry Library Help Desk in the Learning Commons. Equipment cannot be returned to a Library drop-box.

- Seven day loan equipment will not be available between semesters.

- All users must present their current ODU ID card, with a clearly visible picture, name, and UIN, and have their library account in good standing to borrow equipment.

- By borrowing any equipment, users agree to be bound by the terms in the Equipment Loan Borrower Agreement, which is available on the Perry Library Equipment Loans web page [http://guides.lib.odu.edu/lcequipment](http://guides.lib.odu.edu/lcequipment).

- Fines for overdue equipment and Fees for damaged, lost, or stolen equipment can be found on the Equipment Loan Borrower Agreement and under the individual equipment entries on the Perry library Equipment Loans web page [http://guides.lib.odu.edu/lcequipment](http://guides.lib.odu.edu/lcequipment).

- Fines/Fees will be recorded on the borrower’s library record. Fines/Fees not paid may result in a hold being placed on the student’s record in the University’s Registration System.
• Equipment will not be accepted for return if components or accessories are missing unless
  the borrower certifies that the missing item(s) is lost, at which time the borrower will be
  assessed a replacement charge.
• Borrower is responsible for damage, loss, or theft of loaned items. Borrowers are
  responsible for ensuring the security of equipment while it is in their possession.
• While Learning Commons staff is obligated to check the contents of loaned equipment at
  the time of check out, the borrower is expected to do the same prior to leaving the Perry
  Library Help Desk.
• There are no renewals for loaned equipment.
• Students, faculty and staff may re-borrow the equipment they are returning as long as
  more of the identical equipment is available. For example, a patron can re-borrow a
  Canon Rebel camera if there are more Canon Rebel cameras available.
• Users are expected to save all documents, files, pictures, etc. on external devices.
  University Libraries is not responsible for saving any user’s information.

GUIDELINES FOR USE

1. Only one type of 7 day loan equipment may be checked out at a time. iPads and chargers
   are considered one item, even though barcoded separately, and both pieces must be
   checked out at the same time. A camera or camcorder and a tripod may be checked out
   at the same time if requested, and will be considered a single loan for purposes of
   Guideline 3 below. Fines for late return will still apply to each item separately. Any other
   exceptions to the one type of 7 day loan equipment checkout requires the submission of
   an Equipment Loan Exception Request Form and the approval by authorized Learning
   Commons staff.
2. For 4 hour in-library use equipment, only one of each item type may be borrowed at a
   time (e.g. one laptop, one set of headphones, one surge protector, one phone charger,
   etc.).
3. Users may have one 7 day item and 4 hour equipment checked out at the same time, as
   long as the policy for each loan period is followed.
4. Equipment is checked out on a first come, first served basis. There is up to a 24-hour
   turnaround time for maintenance on returned equipment.
5. Students needing equipment for a required class project have the option of filling out an
   Equipment Loan Exception Request Form, to request that certain equipment be held for
   them at a specific time. http://guides.lib.odu.edu/lcequipment