



# OLD DOMINION UNIVERSITY

Learning Commons at Patricia W. and J. Douglas Perry Library

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**Guideline Title**

Management of Equipment Loans

**Oversight Responsibility**

Learning Commons Operations Manager

**Original Approval Date:** March 14, 2011

**Date of Current Revision or Creation:** September 17, 2012

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## A. RATIONALE

This guideline 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** for most equipment is seven calendar days. Certain pieces of equipment are for four hour in library use only.
- **Late fees** will be applied if the device is kept out longer than the established due date. All cables and accessories must be returned to avoid late fees.

## C. GENERAL GUIDELINES

- All equipment will be checked out and returned from/to the Learning Commons Help Desk. **Equipment cannot be returned to a Library drop-box.**
- No equipment will be loaned from the last exam date of any semester until the first day of classes for the next semester.
- All users must present their current ODU ID card and have their library account in good standing to borrow equipment.
- All users must read and agree to the terms and conditions of the Equipment Loan Agreement Form each school year.
- Late Fees for equipment can be found on the Equipment Loan Agreement Form.
- Fines will be recorded on the borrower's library record. Fees/Fines not paid may result in a hold being placed on the student's registration record in the University's Registration System.
- The working condition of the equipment will be assessed before checkout and upon its return.
- 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.
- Borrower is required to report any problems experienced with the equipment during the borrowing period.
- 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 an iPad 4 if there are more iPad 4s available.
- Personal files must be stored on external devices; equipment will be cleaned upon return.

#### **GUIDELINES FOR USE**

- Only one type of equipment can be checked out at a time. Exceptions are made for a camera and a tripod or a laptop and cables.
- Equipment is checked out on a first come, first served basis. There is a 24-hour turnaround time for maintenance on returned equipment.