

## Pfau Library Multimedia Center Equipment Lending Policy

**Eligibility** All equipment is the property of the Library. Equipment lending services are available to currently enrolled students, staff, and faculty with a valid Coyote ID card and a library account in good standing.

### Borrowing Guidelines

- All borrowers receive an email confirmation of their loan that includes the date the equipment must be returned to the Library.
- Usage time for equipment checked out at the LMMC shall coincide with Library hours.
- Equipment borrowed from the LMMC shall be returned to the Circulation Desk when the LMMC is closed.
- Equipment may be reserved in advance, in person at the LMMC. Reserved equipment must be checked out by the date and time requested, or it will be released to other users.
- Equipment may be renewed once before it is due, online or in person, for the loan period designated per equipment type.
- Borrowers are solely responsible for equipment during the check-out period, including damage, loss, and theft.
- Borrowers may only check out one of each type of device at a time.
- Borrowers may not redistribute equipment to any other person(s).

Equipment Type	Loan Period	Late Fee	Replacement Cost (estimate)
Camcorders	3 days	\$10/hr.	Up to \$300
Cameras	3 days	\$10/hr.	Up to \$900
GoPros	7 days	\$10/hr.	Up to \$300
iPad Minis	3 days	\$10/hr.	Up to \$200
iPads	3 days	\$10/hr.	Up to \$300
Lighting Kits	3 days	\$10/hr.	Up to \$1000
Tripods	3 days	\$10/hr.	Up to \$120

### Penalties and Fees

- Loss of equipment shall result in charges equivalent to the estimated replacement cost indicated above.
- Damage to equipment and/or peripherals shall result in a charge to cover repair or replacement.
- **Payment of late fees shall be required upon receipt of email notification. Library accounts shall be blocked when unpaid fees exceed \$50.**