

Pfau Library Multimedia Center Equipment Lending Policy

August 20 – December 31, 2020

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. **Equipment is disinfected and quarantined for three days between borrowers.**

Borrowing Guidelines

- Borrowers will request a “hold” for equipment [online](#).
- All borrowers will receive an email confirmation of their hold that includes:
 - the phone number to call upon arrival in a campus parking lot
 - the dates the equipment must be picked up and returned to the Library
 - an email address where borrower may request accommodation.
- Equipment borrowed from the LMMC shall be picked up and returned at the North Entrance of the library building.
- Equipment pick-up and return is contact-free, for the safety of our borrowers and our staff.
- Equipment can be picked up on Thursdays only, 8 am - 12 pm sharp. **Must show Coyote ID.**
- Equipment will be returned the following Monday only, 8 am – 11:30 am sharp.
- Sorry, there are no renewals on equipment.
- 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	Replacement Cost (estimate)
Camcorders	3 days	Up to \$300
Cameras	3 days	Up to \$900
GoPros	3 days	Up to \$300
iPad Minis	3 days	Up to \$200
iPads	3 days	Up to \$300
Lighting Kits	3 days	Up to \$1000
Tripods	3 days	Up to \$120

Penalties and Fees

- **Overdue fees: \$25/open day (Mon and Thurs), \$475 max. per item, plus \$15 service fee.**
- 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 paid online only in your library account and are required upon receipt of email notification. Library accounts shall be blocked when unpaid fees exceed \$50.