

Equipment Checkout Agreement

1. Students currently enrolled at UW-Eau Claire may check out equipment. A student may check out only one item of each type at a time.
2. When checking out equipment, the student must present their Blugold Card and sign a form assuming complete responsibility for loss of the equipment or damage to the equipment or have this form already on file. Note: Costs for damage or loss could be as high as \$2,000.
3. Equipment must be checked out and returned to McIntyre Library Equipment Checkout Counter during library hours. No equipment may be checked out after 11:45 p.m.
4. Subject to availability, equipment may be checked out for 7 days.
5. Reserved equipment must be picked up by the student who made the reservation. Reservations may be canceled online or by phone with ID verification by calling the Circulation Department at 715-836-3856 during library hours.
6. Because we cannot guarantee that equipment will be returned on time, we cannot guarantee availability of reserved equipment. Reserved equipment will be held for 60 minutes past the reservation time. After 60 minutes the equipment will be released on a first-come first-served basis. There is a \$5.00 per item fine for failure to pick up reserved equipment on time.
7. Students MUST return the equipment including all cables, power supplies, cords, bags and other accessories by the time specified. A late fine will be charged at the rate of \$10.00 for each hour or portion of an hour thereafter accumulating to a daily maximum fine of \$100.00. After 14 days the equipment will be declared lost and full replacement cost will be charged.
8. Any student returning equipment late on more than three occasions will be barred from checking out equipment until the next semester.
9. Fines must be paid within 20 days at the McIntyre Library Circulation Desk. All checkout privileges are revoked if fines are unpaid or in dispute. A student wishing to appeal a violation of these policies should make an appointment with BebeAnna Buck (buckbb@uwec.edu 715-836-3857) or John McCrackin (mccracjm@uwec.edu 715-836-3872) to discuss the appeal process. <http://www.uwec.edu/Library/circ/fineAppeal.htm>
10. If your account balance is \$25.00 or greater and you fail to make a payment, your account may be referred to the UW-Eau Claire Business Office where, a hold will be placed on transcripts and registration. If the account is referred to small claims court or a collection agency, you will be responsible for attorney, court and collections costs associated with this referral.
11. General Access Lab policies apply to the use of laptop computers including the policy prohibiting software installations.

McIntyre Library hours of operation are available at: <http://www.uwec.edu/Library/aboutus/hours.htm>.

NOTE: If you experience hardware and/or software problems please call the LTS Help Desk at 715-836-5711.

If you have any extenuating circumstances in your use of this equipment, please call the McIntyre Library Circulation Desk at 715-836-3856 for assistance.

I have read and agree to the above terms

Name (Please Print) _____

Signature _____

Date _____