

Weigle Information Commons Equipment Lending Program Guidelines

1. **Eligibility:** Penn Libraries Equipment Loans are provided only to currently enrolled Penn students, faculty, staff and associates with PennKey and valid PennCards. Only Penn students, faculty, staff and associates may use the equipment while it is on loan.

Before a loan is requested:

a. SAS faculty or students who are working on course-related projects should check with SAS Computing Multi-Media Services staff first before requesting an equipment loan from the Weigle Information Commons. Please call 215-898-4947 or check the SAS Equipment Loan page at

http://www.sas.upenn.edu/computing/mms/eq_loan

b. School of Design faculty and students should check with the PennDesign Computing Center staff first before requesting an equipment loan from the Weigle Information Commons. Please call 215-898-3160 or check <http://www.design.upenn.edu/comp/>

2. Equipment is available for curricular and extra-curricular purposes, and can be used both on-campus and off-campus. All patrons are expected to comply in full with all computing policies as described at <http://www.upenn.edu/computing/policy/> Penn Libraries does not assume any liability for misuse of borrowed equipment.

3. Equipment must be picked up and returned at the Vitale Digital Media Lab. Equipment not picked up within three hours of the specified pickup time may no longer be available. Equipment may NOT be picked up or returned at any other location including the guard desk, WIC desk, circulation, reference or information desks. Equipment may NOT be picked up or returned during times when the lab is closed. Patrons are required to sign a statement acknowledging receipt of the equipment and the terms of the loan before equipment is lent.

5. The WIC Equipment Lending Program will make every effort to ensure that loaned equipment is fully functional. Due to the constant use expected however, we cannot guarantee that the equipment is in full working condition or that batteries are charged at the time of the loan. Patrons are encouraged to verify equipment functionality before leaving the Vitale Digital Media Lab.

6. Most equipment loans have a **standard duration of up to 72 hours**. Longer loan durations of up to one week will be approved in unusual circumstances. Loan durations of over one week are not allowed except through written appeal and approvals. Once returned to the Vitale Digital Media Lab and checked by WIC staff, an item can be borrowed again if available.

7. Patrons are financially liable for any items not returned on time or returned requiring repair or replacement. For items not returned on time, a **late fine of \$25 per day** shall accrue for the first week. The **full replacement cost** shall be due for all equipment not returned one week after its due date.

a. All fines related to repair and replacement costs will be charged to the patron's personal PennCard account (bursar account for students) and may affect eligibility for Penn activities.

b. Patrons can submit a budget code authorization form signed and embossed by a business administrator which would reimburse the WIC Equipment Lending Program for replacement or repair costs. When such paperwork is received and confirmed, fines will be charged to that budget code.

8. Patrons are responsible for supplying all consumable supplies such as blank tapes or discs.

9. Patrons may request a printed return receipt when equipment is returned which acknowledges return of all items, or notes any exceptions. Equipment return may take up to 30 minutes due to verification of equipment components and cables. The patron is expected to stay until the return receipt is generated. Patrons are financially liable for any missing cables or components, including items or damage discovered after the generation of the return receipt. The replacement or maintenance cost for missing or damaged items will be charged as fines.

10. Equipment loans are made only to one individual and that person takes the entire risk and responsibility for the loan. Each individual can borrow only one equipment set at a time. (Some sets contain several equipment pieces.) Although the borrower may ask another person to return the equipment to the lab, the borrower takes full financial responsibility for the loaned equipment.

I have read and understand the Weigle Information Commons Equipment Lending Program guidelines and I agree to be bound by the said guidelines.

I have verified that **I have received all the components** on the equipment loan checklist unless otherwise stated.

I understand that this equipment needs to be returned to the Vitale Digital Media Lab during the lab's operating hours on or before the due date/time listed on the attached equipment loan agreement.

I understand that if I do not return this equipment on time, I will be held responsible financially. For items not returned on time, **a late fine of \$25 per day** shall accrue for the first week. The full replacement cost shall be due for all equipment not returned one week after its due date.

I understand that if I return this equipment in improper working condition or with components missing, I will be held responsible for repair or maintenance costs up to the replacement cost of the equipment.

I understand that this equipment has a replacement cost of _____ and I am responsible for its safe return to the Weigle Information Commons.