Circulation Policy of Digital Media Equipment

Policy Overview
This policy provides guidelines on the availability, circulation, use, and user responsibilities of the digital media equipment and portable computers available in the Raynor Memorial Libraries. The Libraries strive to promote an active learning environment and will attempt to accommodate the needs and requirements of individual and group projects in a manner that maximizes access and encourages the greatest benefits for all users.

Who may borrow digital media equipment
Marquette students who have a valid University ID may borrow the digital media equipment. Priority will be given to students working on course-related multimedia projects. Portable computers may be checked out by any Marquette student, faculty, or staff with a valid University ID.

Loan periods
Individuals may borrow one unit of each type of equipment at a time. A valid MU ID is required at the time of checkout. For each piece of equipment checked out, individuals are required to sign this agreement to borrow the equipment. Signing this form indicates understanding of this circulation policy and acceptance of responsibility for fees that may be incurred for overdue, damaged, or non-returned equipment. To ensure accessibility for all individuals, digital media equipment will not be renewed, with the exception of portable computers, which may be renewed when at least two units are available.

The loan periods for each type of equipment are as follows:
- 4 hours – portable computers (PC and Mac)
- 1 day – iPads; power adaptors (iDevices, Macbooks)
- 3 days – digital cameras; video recorders; audio recorders; external hard drives

All equipment may be accompanied by a list of included components, a quick user guide, and a complete user manual upon request. Users are responsible for all items checked out on their ID card and are expected to return all items by the due date and due time. Units must be returned to the Information Desk to be checked in.

Scheduling equipment
Equipment may not be scheduled in advance but a hold may be placed against any item.

Returning equipment
Borrowed items must be returned to the Raynor Library Information Desk while it is staffed, even if the due date/time is later. Users are responsible for all items until they are properly checked in at the Library. Upon check-in, the library staff will verify that all equipment components are present and in working order, and will delete files or other applications that have been saved on the devices. In order to reduce potential damage, equipment should not be returned in Libraries bookdrops. Borrowers of equipment found in bookdrops may be subject to fines/fees.

Overdue/damaged fees
Borrowing privileges of digital media equipment and portable computers will be suspended for any user who has one or more overdue items. Fees will be assessed as follows:

Overdue items: For items checked out for one day or more, a non-refundable $10/day overdue fee will be assessed for each piece of equipment and/or individual component that is not returned by the due date and due time, not to exceed the cost of the equipment or component.
For items checked out for less than 24 hours, a non-refundable $4/hour overdue fee will be assessed for each piece of equipment and/or individual component that is not returned by the due date and due time, not to exceed the cost of the equipment or component.

**Damaged equipment:** The cost of repair, as determined by Library staff, will be assessed for each piece of equipment or individual component that is returned in damaged condition. The cost of replacement will be assessed for each piece of equipment or component damaged beyond repair, as determined by Library staff.

**Lost items:** For items checked out for one day or more, a replacement fee will be assessed for each piece of equipment that is lost or otherwise not returned within 7 days of the due date and due time. Individual components that are not returned within 3 days of the due date and due time will be declared lost and assessed a non-refundable replacement fee. For items checked out for less than 24 hours, a replacement fee will be assessed for each piece of equipment and/or individual component that is lost or otherwise not returned within 24 hours of the due date and due time.

**Notices**
Library staff will send overdue/billing notices of non-returned materials as a courtesy to users. Users are expected to take prompt action on all notices and to notify Library staff of any apparent discrepancies. Non-receipt of notices does not excuse users from paying fees or fines.

**User responsibilities**
Individuals are responsible for understanding and adhering to the guidelines stated in this Circulation Policy, including the care and security of the equipment they have checked out.

- A valid MU ID is required to check out items from the Library. Users are responsible for all items checked out on their ID cards until the materials are properly checked in at the Library.
- Users are responsible for responding promptly to all notices and for notifying Library staff of apparent discrepancies.
- Users are responsible for reimbursing the Library for items that are lost or damaged while in their possession.
- Users are responsible for paying any fines or fees associated with damage, late return, or non-return of Library equipment or components.
- Users are responsible for reporting stolen Library items that they have borrowed to the police.
- Users must inform the Registrar of address changes.

**Confidentiality**
Library staff will preserve the confidentiality of user records. No information will be given to a third party about the name of another user who has checked out material. Billing information remains confidential until overdue accounts are turned over to a collection agency. The responsible party should initiate billing appeals. Library staff will discuss outstanding bills only with the user who incurred the charges. The only exceptions to this confidentiality policy will be made on the advice of University General Counsel to act on a court order. Requests of this nature should go to the Office of the Dean of the Libraries.

**I understand that I am financially responsible for the loss or damage of any equipment that I check out.**

Signature

Print Name

MUID

Date

January 2013