MULTI-DAY LOAN AGREEMENT

Please ensure that the equipment has been cleaned and SD drive has been erased, and all items are in the case before returning.

Multi-Day Equipment Loan Policy and Agreement

Please ensure that the equipment has been cleaned, SD drives have been erased, and all items are present in case before returning.

Eligibility

• Only current faculty, staff, and students may check out equipment from Cooper Technology Lounge. Patrons must have a valid library account in good standing and must read, agree to, and sign the Multi-day loan policy and agreement.
• The Multi-day Loan Agreement must be read and signed each time any type of kit is borrowed and returned. Only one kit can be checked out per account. Under no circumstances will a user be allowed to check out/in equipment for another person or account.

Loan Period

• Equipment can be checked out from the Cooper Technology Lounge during Help Desk operating hours. To find out the hours go to the University Libraries home page at www.sc.edu/libraries. Multiday Camera and Laptop kits are for a loan period of 3 days for faculty, students, and staff. iPads are for a loan period of 7 days for faculty, students, and staff. No Renewals.
• Equipment kits are provided on a first-come, first-served basis. The Thomas Cooper Library cannot guarantee that a kit will be available. There is a 24 hour turnaround time for maintenance on returned equipment.
• Equipment kits must be returned to the Technology Lounge staff during the Technology Lounge Help Desk operating hours. If kits are returned to any other location, a fine of $60.00 will be charged to you.

Fines and Damages

• A $15.00 late fee will be assessed for each day, or portion thereof, that equipment is returned late. Note: you must turn the equipment to a Help Desk Lab Consultant during Technology Lounge Help Desk operating hours. Fines will be recorded on the borrower’s library record and may result in borrowing and registration restrictions.
• The working condition of the equipment will be assessed before checkout and upon its return. Users are responsible for damage to and/or loss or theft of loaned units. Users are required to report any problems experienced with the equipment during their borrowing period.
• Replacement and damage charges will be assessed based on the actual replacement and repair costs of relevant equipment. If equipment is 3 days overdue, it is considered lost or stolen, and the borrower will be charged for its replacement. In this case, patron information will be turned over to USC police to aid in recovery, and a Banner block will be placed on your account.

Privacy

• Please ensure that all media/data is erased from the device before returning.
• The library is not responsible for any media/data left on SD cards or in internal storage.