

Equipment Checkout Policy

1. All users must show their LC ID card to check out items. If they do not have it, another form of photo ID and their LC ID # are required.

- Users who do not have photo ID and a valid LC ID # (ex. alumni of the college) are not allowed to check out items.
- Users who have ID>ID #, but do not have an account in SiSo cannot check out items until a work order has been entered and an account approved for them by the Service Desk Manager or Tech Support Coordinator.

2. Loan periods

NOTE: Loan periods apply by item, NOT by individual. A "loan center" is a collection of items that are grouped together approximately by who has access to them - for example, general checkout items are items that all LC community members (students, staff, and faculty) can use. This means that if a faculty member checks out an item from the general checkout loan center, that "General Checkout" loan period is the one that applies.

- "General Checkout" loan center: One loan period is seven days; this includes weekends. The maximum checkout is therefore one week from the pick-up date (no extensions).
- "Faculty/Staff" loan center: One loan period is two weeks; this includes weekends. The maximum, including extension, would be two loan periods (28 days).
 - This only applies to equipment in the "Faculty/Staff" loan center. Equipment borrowed from the "General Checkout" loan center must be returned after the maximum loan period of seven days, regardless of who has the equipment. All Faculty/Staff loaner items have "LOAN" prefacing their barcode.
- "Art Dept. Equipment" and "RHMS Equipment" loan centers: as long as needed, or pre-determined by department (SD students: check the notice board above the printer for details).

3. Extensions

- General Checkout: There are NO extensions past the standard loan period of one week. If a user has had the item for less than seven days, and wishes to extend their reservation, please extend up to what would be the seven-day mark and add a booking note instructing that the reservation should not be extended again. Once the equipment has been returned, the customer may check out the equipment again after 24 hours have passed. For less expensive/plentiful items, the customer can fill out an Extended Equipment Loan Request form that will be reviewed by Service Desk staff (2-day processing time).
- Faculty/Staff loaner: One loan period is the maximum extension (14 days). A customer may only borrow equipment for a total of 28 days INCLUDING an extension; after 28 days, the equipment must be returned. The customer may check out the equipment again after 24 hours have passed. For less expensive/plentiful items, the customer can fill out an Extended Equipment Loan Request form that will be reviewed by Service Desk staff (2-day processing time).
- Art/RHMS: see "loan periods" referenced above.

4. Late returns

- The user will be banned for one weeks time if they return an item more than one hour late. Banning results in the user being unable to renew current reservation or create new bookings during the time banned. To petition a ban, the user should email itservice@lclark.edu.
- If a user has been late for a total of seven or more days over the course of their checkout history, they may be banned from checkout for a minimum of two weeks, depending on the severity of the offense(s).
- If the equipment is reported damaged or lost, the customer is billed for the cost of repair or replacement.
- If the item is not returned after the reservation is seven days overdue and we have received no communication from the user, the item is assumed to be lost and we will charge for replacement, plus a \$20 processing charge.
- If there is a missing loan item, or a kit is missing a part, the reservation will remain open until the item is found or is deemed lost (according to the work order opened for the case).
- Users that are three or more days late should have a work order opened for them directly appealing that they return their item(s) as soon as possible.

5. Prox card checkout

- Reservations for the digital editing suites are made at the Service Desk and include both a suite station (Ex. Analog Station #1) and prox card on the reservation.
- Prox cards may only be checked out for 24 hours or less at a time. The prox card should be reserved for the same hours as the editing suite. If the suite reservation ends after hours, the scheduled return time for the prox card should be one hour post opening time on the next business day.
- Prox cards may be returned at the desk or in the drop box beside the Service Desk door. If the editing suite reservation ends after Service Desk hours are over, the user may utilize the drop box.
- If a prox card is not received at the end of the scheduled suite reservation via check-in, or by the next morning via drop box, the same late returns policy will apply as described above.

6. Who can borrow:

- Law vs. Grad vs. Undergrad
 - Current undergraduate students, faculty, and staff are allowed to borrow equipment. Current graduate students, faculty, and staff have access to equipment checkout at the graduate school, but it's fine for them to borrow from us as well.
 - Law school faculty and staff are allowed to borrow equipment, but law school students are not permitted to borrow equipment.
- Alumni, retired faculty/staff
 - Alumni and retired faculty/staff are not permitted to borrow equipment, since we can't charge them for damage, late returns, or failure to return.
- Faculty/staff who have left the college, community members
 - Not permitted to borrow equipment.
- A work order must be entered for those who normally aren't allowed to check out equipment, and must be reviewed by Service Desk staff before any reservations can be made.