FANSHAWE
Media Services - ATSS

Media Services Equipment Loan Agreement

EQUIPMENT USE

Media Services equipment may be borrowed by students, faculty, and staff for academic purposes. Some restrictions apply to certain equipment.

Borrowers must show valid photo ID and be verified as current student, staff or faculty.

LOANS

- The maximum loan period for Media equipment is up to **48 hours** plus 1 renewal up to 24 hours (not guaranteed). Borrowers must wait 24 hours before requesting equipment of the same type again.
- If a loan renewal is needed, the borrower must notify Media Services prior to the due time. Renewals are not permitted on overdue loans.
- Tablets, Computers and Projectors circulate on a limited basis on campus only during our business hours. $**10/hr/item** late fines apply plus a **$50/overnight** charge.
- Borrowers will be charged late fines at **$2/hr/item** for overdue checkouts. Borrowing privileges will be suspended when fines reach $50. The fine will have to be paid in full to restore privileges.
- All fines, regardless of amount, must be paid in full at the end of term to continue borrowing next term.
- Borrowers will be invoiced for full replacement cost, plus handling, for any equipment not returned after 10 business days or by the last day of the semester,whichever is sooner. Late fines will also be charged for this period.

RESERVATIONS

- Equipment may be reserved up to **14 days** in advance in person, by phone or online. Borrowers cannot have the same equipment reserved and checked out at the same time.
- Reserved equipment will be held for **30 minutes** past the scheduled pick up time. Only the borrower who made the reservation can pick-up, edit or cancel.

EQUIPMENT FAILURE

- Equipment failure is a normal consequence of equipment use. Normal wear and tear repair costs will be covered by the college after assessment. Borrowers will be charged for any damages resulting from repair attempts made by anyone other than Media Services maintenance staff.
- Borrowers must report any problems with equipment to Media Services staff as soon as possible.

LOSS / DAMAGE

- Media Services staff have up to **1 week** after equipment return to contact borrower regarding damages or missing parts.
- Borrowers will be charged full replacement cost plus handling, for any lost/stolen or "damaged beyond repair" equipment.
- Damaged equipment will be repaired by the College and the borrower will be invoiced for the full cost of parts and labour.
- When a borrower returns equipment missing parts of their original check-out, the borrower will have 24 hours to return the missing items or be charged with replacement costs and any late fines exceeding 24 hrs.
- Media Services is not responsible for damage caused to personal equipment from incompatibility or misuse with our equipment.