

# **Circulation Policy of Audio/Visual Equipment**

## **Policy Overview:**

This policy provides guidelines on the availability, circulation, use, and user responsibilities of the equipment available in the Hicks Undergraduate Library (Library). The Library strives 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 its users.

## **Who may borrow A/V equipment:**

Purdue students, faculty, and staff who have a valid Purdue ID may borrow the equipment. Priority will be given to students working on course-related multimedia projects.

## **Loan periods:**

Individuals may borrow one unit of each type of equipment at a time. A valid Purdue ID is required at the time of checkout. For each piece of equipment checked out, individuals are required to sign an 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, equipment will not be renewed.

The following loan periods are available for each type of equipment, although loan periods may be adjusted according to an individual's or project group's unique circumstances:

- 1 day
- 3 days

All equipment will be accompanied by a list of included components. Users are responsible for all items checked out on their ID card and are expected to return all items by the due date and time.

## **Scheduling equipment:**

All types of equipment may be scheduled for future use. Advanced scheduling of equipment may be limited during periods of heavy demand.

## **Returning equipment:**

Borrowed items must be returned by the due date and time to the Hicks Undergraduate Library, unless otherwise indicated. Users are responsible for all items until they are properly checked into at the Library. Upon check-in, the Library staff will verify that all equipment components are present and in working order, and will delete all digital photographic or video files. In order to reduce potential damage, the equipment should not be returned through the Libraries bookdrops. Borrowers of equipment found in bookdrops may be subject to fines/fees.

## **Overdue/damaged fee:**

Borrowing privileges of the equipment will be suspended for any user who has one or more overdue items. Fees will be assessed as follows:

**Overdue items:** A non-refundable \$10/day overdue fee will be assessed for each piece of equipment that is not returned by the due date and time, not to exceed \$300 or the cost of the equipment, whichever is less. Individual components that are returned after the due date and time will be assessed a non-refundable \$10/day overdue fee, not to exceed \$30.

**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. (See Equipment Appendix for current costs.)

**Lost items:** 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 time. Individual components that are not returned within 3 days of the due date and time will be declared lost and assessed a non-refundable replacement fee. (See Equipment Appendix for current costs.)

Users may pay bills by mail, in person at the Bursar's Office, or through their MyPurdue accounts after an invoice has been received. Student accounts will be encumbered if the Bursar's invoice remains unpaid. The University may refer seriously delinquent bills to a collection agency. Questions about fees may be directed to the Equipment Billing Clerk or Hicks Undergraduate Library Operations Manager.

### **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 Purdue ID is required to check out equipment from the Hicks Undergraduate 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 reimbursement of any items that are lost or damaged while in their possession.
- Users are responsible for paying any fees or fines associated with damage, late return, or non-return of equipment or components.
- Users are responsible for reporting stolen equipment that they have borrowed to the police.
- Users must inform the Registrar of address changes (Registrar Form 340).

### **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 Counsel to act on a court order. Requests of this nature should go to the Office of the Dean of the Libraries and/or the ITaP Customer Relations.