

LOYOLA MARYMOUNT UNIVERSITY
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Equipment Loan Policy	Page 1 of 2
Policy Number: LIB-ACCESS-108	Supersedes: N/A
Effective Date: August 1, 2009	Previously Issued: N/A

1. Statement of Policy:

- 1.1. This policy is intended to establish parameters for the use and loan of equipment and the consequences for not adhering to these policies.
- 1.2. Laptops and cameras have specific policy statements (see below).
- 1.3. Circulation Services is responsible for this policy.

2. Definitions:

- 2.1. For the purposes of this policy, equipment may include:
 - 2.1.1. Wacom tablets
 - 2.1.2. MIDI keyboards
 - 2.1.3. Chargers
 - 2.1.4. Headphones
 - 2.1.5. Disc drives
 - 2.1.6. VGA and HDMI cables and adapters
 - 2.1.7. Calculators
 - 2.1.8. Remotes
 - 2.1.9. Laptop chargers

3. Laptops

- 3.1. Laptops may be borrowed by LMU students, staff, faculty, and Loyola Law School Students.

3.2. The library cannot guarantee that laptops will be fully charged when checked out. We advise plugging in laptops and not relying on the battery.

3.3. All laptops are configured to connect to the campus network through LMU's wireless network. For more information on using campus wireless, see Information Technology Service's **Wireless Access** page and the **Acceptable Use of Information Technology Resources Policy**.

3.4. All laptops have auto-deletion software installed on them which means all files will be lost once the computer is rebooted. The library is not responsible for lost files and will not be able to recover files accidentally left on the hard disk after the computer has been returned. The library recommends saving files to a flash drive, in the cloud, or emailing them to a personal email address before returning the computer.

4. Cameras

4.1. For the purposes of this policy, a camera accessory is any item that is loaned out and is intended to be used in conjunction with cameras (tripods, bags, lenses etc.).

4.2. Camera and camera accessories may be checked out for a limited number of days. Borrowers will be asked to sign a camera checkout agreement form.

5. Policies/Procedures:

5.1. Equipment may be checked out by current LMU students, staff and faculty.

5.1.1. Exceptions are made for other library users who wish to borrow headphones or remotes only.

5.2. Equipment is loaned on a first come, first served basis.

5.3. Equipment may be checked out for a limited number of hours.

5.3.1. Equipment may be renewed one time, provided no one else is waiting to borrow it.

5.4. Library staff should be notified immediately if any equipment is not working properly.

5.5. All equipment must be returned no later than one hour before the library closes.

5.6. When returning equipment, the borrower must go through a check-in process to ensure that the item is returned in good condition.

5.7. Equipment returned late will incur fines (see WHH Library's website for fines and fees).

5.8. If equipment is lost, stolen, or damaged, the borrower will be charged a replacement fee for the replacement cost or the cost of repairs in addition to a processing fee.

5.9. Checked out items should not be lent to third parties. The individual who has checked out an item is responsible for an item's security and is to keep the equipment or accessory in their possession at all times.