Circulation Policy of Digital Media Equipment

Policy Overview
This policy provides guidelines on the availability, circulation, use, and user responsibilities of the digital media equipment and portable computers available in the Raynor Memorial Libraries. The Libraries strive 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 users.

Who may borrow digital media equipment
Marquette undergraduate and graduate students (excluding professional students) who have a valid University ID may borrow the digital media 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. For example, you are allowed to only check out one video camera, and are not allowed to check out another one until the first video camera is returned. A valid MU ID is required at the time of checkout. For each piece of equipment checked out, individuals are required to sign this 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, digital media equipment will not be renewed, with the exception of portable computers, which may be renewed when at least three units are available.

The loan periods for each type of equipment are as follows:
• 4 hours – power adaptors, snowball mic, ancillary cables, phone chargers
• 6 hours – laptops; (PC and Mac)
• 1 day – headphones
• 3 days – digital cameras; video recorders; audio recorders; external hard drives; tripod; microphones

All equipment may be accompanied by a list of included components, a quick user guide, and a complete user manual upon request. Users are responsible for all items checked out on their ID card and are expected to return all items by the due date and due time. Units must be returned to the Information Desk/Digital Media Reserves to be checked in.

Returning equipment
Borrowed items must be returned to the Raynor Library Information Desk and/or Digital Media Desk while it is staffed, even if the due date/time is later. Users are responsible for all items until they are properly checked in at the Library. Upon check-in, the library staff will verify that all equipment components are present and in working order, and will delete files or other applications that have been saved on the devices. In order to reduce potential damage, equipment should not be returned in Libraries bookdrops. Borrowers of equipment found in bookdrops may be subject to fines/fees.

Overdue/damaged fees
Borrowing privileges of digital media equipment and portable computers will be suspended for any user who has one or more overdue items. Fees will be assessed as follows:

Overdue items: For items checked out for one day or more, a non-refundable $2/day overdue fee will be assessed for each piece of equipment and/or individual component that is not returned by the due date and due time, not to exceed the cost of the equipment or component. For items checked out for less than 24 hours, a non-refundable $1/hour overdue fee will be assessed for each piece of equipment and/or individual component that is not returned by the due date and due time, not to exceed the cost of the equipment or component.

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.

Lost items: For items checked out for one day or more, 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 due time. Individual
components that are not returned within 3 days of the due date and due time will be declared lost and assessed a non-refundable replacement fee. For items checked out for less than 24 hours, a replacement fee will be assessed for each piece of equipment and/or individual component that is lost or otherwise not returned within 24 hours of the due date and due time.

**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 MU ID is required to check out items from the 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 reimbursing the Library for items that are lost or damaged while in their possession.
- Users are responsible for paying any fines or fees associated with damage, late return, or nonreturn of Library equipment or components.
- Users understand that they are responsible for data backup, once an iPad is returned any personal data that is on the device will automatically be removed.
- Users are responsible for reporting stolen Library items that they have borrowed to the police.
- Users must inform the Registrar of address changes.

**Confidentiality**
Library staff will preserve the confidentiality of user records except as necessary to enforce the terms of this policy or in response to a subpoena or court order. Library staff will discuss outstanding bills only with the user who incurred the charges.

A user who fails to return equipment, or who returns damaged equipment, without making arrangements to address the user’s obligations with Library staff will receive two warning emails sent to the user’s Marquette email account. If arrangements to address the user’s obligations are not made with Library staff within thirty (30) days of the sending of the first email, the user’s Marquette Card will be disabled. This will prevent the user from using any Marquette Cash, including the purchase of food from Marquette Place, residence hall dining facilities, Brew Bayou, and vending machines on campus; accessing the Rec Center and Rec Plex; checking out additional Library materials; using PrintWise services; and entering any Marquette facilities that require use of the Marquette Card, including the Library. The user’s Marquette Card will only be enabled after the user has made appropriate arrangements with Library staff to address the user’s obligations.
Circulation Policy of Digital Media Equipment:

**Things To Know:**

- You must have a valid form of Marquette ID.

- Users are responsible for all the material included with the item.

- Overdue, lost and broken items will incur fees. $1 an hour or $2 a day *per item*.

- Users are responsible for reporting stolen library items to the police and to the libraries.

- Users must respond promptly to all notices and notify the information desk/Digital Media Reserves staff if there are any discrepancies.

- Users must return items to staff at the Information Desk/Digital Media Reserves.

- For your protection, please remain at the desk until all items have been checked-in.