



Brandeis University

Office for Information Technology Services

Version 1.1

11/25/02

ITS Loan Policy

Brandeis University Media Services, for the use and convenience of Brandeis University students, faculty, and staff, provides Audio-Visual equipment such as laptop computers, data projectors, and digital cameras. This equipment represents a significant investment in providing users with access to technology in addition to classrooms and online terminals.

Requirements

- Media Services equipment may be checked out to any Brandeis University faculty, student, or staff who has a valid Brandeis University ID.
- The user is required to sign a Loan Agreement Form before the equipment may be received.
- Media Services equipment is available by reservation on a “first come, first served” basis.
- Loan period is four hours and may be renewed if the return of the equipment in question is not needed by Media Services or one of it’s clients.

User Responsibilities

- Users are responsible for the Media Services equipment while on loan.
- Users, or their representatives, must never leave the equipment unattended.
- Users receiving laptop computers must provide their own disks to save all work. Work cannot be saved on the desktop.
- Media Services equipment may be checked out from the Media Services office for up to 4 hours unless you have made previous arrangements with Media Services Staff to keep it longer. The only exception is if equipment is checked out within 4 hours of closing. In this instance, the equipment is due one hour before Media Services closes. Any malfunctions should be reported at the time the equipment is returned.

Returning Equipment

- Return the Media Services equipment promptly at or before the time it is due to avoid costly fines.
- All Media Services equipment is due at least one half hour before Media Services closes to allow for the check –in process.
- Media Services equipment must be returned to a Media Services staff member. NEVER leave the equipment unattended.
- Cooperate fully with the staff as they fulfill their obligations to inventory components, note any malfunctioning, or missing or damaged parts.
- Late fees will be assessed in the following manner: If the equipment is not returned by the time due, the borrower will be assessed a late fee of \$10.00 for the first 24hrs, and \$100.00 for each additional day. The cost of damaged and/or lost equipment (and/or equipment’s accessories) while checked out will result in the following charges that will be applied to the borrower:

Equipment	Replacement cost
Laptop Computer	\$2,000.00
Data Projector	\$2,500.00
Digital Camera	\$1,000.00