

Media Distribution Student Usage Policy And Equipment Authorization

Currently enrolled students may check out equipment (excluding data projectors, laptops, zip drives, external hard drives, wireless mice and digital cameras) for class activities free of charge if authorized by the course instructor.

Excessive Use Fees:

Users of the equipment are responsible for on-time return (as shown on the check out document) of the borrowed equipments. An excessive use fee will be applied to a late return.

- Fees for excessive use are computed from the time the equipment was due until the time the equipment is returned.
- Fees are computed on a per transaction basis, which includes all items that were checked out on a single check out transaction.
- Fees are computed based on the charge-back fee schedule
- Fees are not negotiable and may be rescinded only in the case of Media Distribution error or other extenuating circumstances, which may be recognized by Media Distribution, as excusing timely return of loaned items.

Charge for Damages:

Users of the equipment are responsible for exercising care to protect items from theft, loss or damage and to return equipment as scheduled. The State holds borrowers accountable for the value of the equipment. Financial responsibility for the replacement or repair, in case of negligent damage or loss, lies with the faculty member who has authorized the student to check out Media equipment.

Student Name _____ Student ID# _____

Email _____ Phone# _____

Student Signature _____ Date (mo/day/year) _____

This person is a student enrolled in my class and is authorized to borrow non-computer equipment on my behalf. **He/she may borrow equipment for a period of 24 hours only.** (Except weekends, when if the equipment is checked out after 3:00 pm on Friday it is not due for return until 9:00 am the following Monday.)

I, _____ , agree to be responsible for all items borrowed.
(print faculty member's name)

Faculty Signature _____ Phone# _____

Email _____ Department _____

Authorization Expires on _____ or at end of the current semester.
(mo/day/year)

(if an expiration date is not listed, it is assumed that the student is authorized to check out equipment throughout the entire semester.)