

**EWU Libraries & Learning Commons
Circulating Equipment Program
Student Technology Fee (STF)/JFK Library**

EQUIPMENT LOAN AGREEMENT

PLEASE READ CAREFULLY: ***By signing this form, the borrower assumes **full** responsibility and financial liability for equipment borrowed through this service. The borrower also agrees to abide by **all** University and Library policies governing computer & other equipment usage. ***

CONDITIONS OF LOANS

- Student Technology Fee-funded equipment is available for EWU students who have paid the quarterly technology fee.
- Other equipment is available for EWU faculty, staff, and students.
- A valid and current EWU ID card & accurate library record in the EWU Library system are required for loans.
- All items checked out will be inspected for physical damage and missing accessories upon return. Borrowers are held responsible for equipment returned damaged and/or returned with missing parts or accessories.
- Borrower agrees to pay Eastern Washington University for the loss or damage to any piece of equipment and accessories borrowed.
- Borrower agrees that EWU may use any appropriate means to collect all charges due.
- Borrower agrees to follow all policies and procedures concerning use of University equipment AND Library policies with regard to late returns, fines, and renewals. The Equipment Checkout Guidelines and Fines, Fees, and Damages policies can be found at <https://www.ewu.edu/library/request-and-borrow/#policies>
- **DO NOT LEAVE EQUIPMENT UNATTENDED.** You are financially responsible for all items borrowed.

FINES & SANCTIONS *Provided alongside the Equipment Checkout Guidelines on pages 2 & 3 of this document and online <https://www.ewu.edu/library/request-and-borrow/#policies>*

I have received and read the Fines & Sanctions document. By initializing the Equipment Loan Agreement, I agree to all sanctions associated with the borrowing of STF and EWU Libraries equipment.

Borrower Initials _____

By signing below, I agree to all of the above terms and conditions. I certify that I am age 18 or over, or if not, that my parent or legal guardian makes these promises on my behalf.

Borrower's Name (please print clearly): _____

Local Street Address (While at EWU): _____ Apt. _____

City: _____ Zip: _____

Phone #: _____

Eagle or EWU Email (only): _____@eagles.ewu.edu

Net or ID #: _____

Borrower's Signature _____ **Date:** _____

If under age 18:

Parent/guardian Name (please print clearly) _____

Parent/guardian Signature _____ **Date:** _____

Staff Initials: _____ **Date:** _____

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Equipment checkout is cosponsored by EWU Libraries, the Multimedia Commons (MMC), and the EWU Student Tech Fee Committee (STFC).

Eligible users: Currently enrolled EWU students whom have paid the quarterly tech fee.

Rationale: The equipment funded through the STFC is not to be used to support faculty or staff activities, or ongoing classroom technological support. Funding for checkout equipment is made possible by the STFC grant awards, and as such is governed by RCW 28B.15.051.

The Libraries and the MMC operate a loan service integrated with existing library services. Policies and procedures are jointly among the STFC and the EWU Libraries.

Points:

Current EWU students may use equipment on a first come, first serve basis. Students are guided by the borrowing agreement that each must sign, and the University Acceptable Use policy for electronic equipment and media.

- Due to limited equipment and high demand, renewals are not permitted. Other equipment, made available by other means and funding, if available at the time of return, may be borrowed.
- Students are subject to overdue fines, replacement costs and other sanctions as outlined by the EWU Libraries, as well as the laws and administrative code of Washington State governing the use of state property.
- In general, students are limited to one of each kind of equipment per ID card.
- Student Tech Fee Funded equipment is for student use only as per RCW 28B.15.051 which stipulates that the technology fee monies be used "exclusively for technology resources for general students use."
- Use of Student Tech Fee funded equipment is not available for faculty and staff use. Student-funded equipment is not intended to support administrative or athletic activities.
- There is no equipment checkout anytime the automated library system becomes unavailable, such as during a power outage.

Requirements:

Current EWU ID and payment of Student Tech Fee are required. In case of obscured, damaged or missing picture on the EWU ID, an additional picture ID will be requested. This additional ID will not serve as a substitute for the EWU ID for check-out purposes.

A check-out agreement will be provided and signature by the patron will confirm his or her knowledge and acceptance of policies and patron obligations

Sanctions and Charges on Overdue Equipment:

All borrowing transactions are subject to the Libraries' borrowing policies.

Fines and sanctions are not intended as replacement funds, but rather as incentive for timely and safe return of all borrowed equipment.

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Fines structure: also viewable online in "Fines, Fees, and Damages" section of policies at <https://www.ewu.edu/library/request-and-borrow/#policies>

- All fines are non-refundable.
- For each day a piece of equipment is overdue, the patron will be charged \$20 per major item up to a maximum fine of \$140.
- Equipment items under \$200 in value will be charged \$10 a day, for a maximum \$70.
- After the seven days, the patron will be charged a maximum fine of \$140, replacement costs, and a \$25 non-refundable service fee.
- If an item has been overdue for more than seven days, the charges and patron information will be sent to EWU's Student Financial Service to be billed for replacement plus all fines and the service fee.
- Cords, batteries and other accessories will also be billed if not returned before seven days of overdue status.
- At the time of billing, the patron's name may be turned over to the Office of Student Rights and Responsibility as an infraction due to a student's failure to comply with the policy on student behavior. The Libraries restrict borrowing privileges of any person having been billed for equipment.
- If equipment is returned in good condition after the point of replacement billing (but within 90 days of the billing date), the replacement cost will be subtracted from the borrower's library and university accounts. Fines and service charges are not refunded. Replacement refunds are not issued after 90 days from the billing date.

Notices will be sent as follows:

- Warning notice the 1st day overdue
- Overdue notice the 3rd day overdue
- Final notice or notice of replacement billing the 8th day overdue

View Equipment checkout guidelines: <https://www.ewu.edu/library/request-and-borrow/#policies>