

University Libraries Multimedia Lending

User Agreement

(staff initials)

As a condition of borrowing multimedia equipment from Hunt Library at Carnegie Mellon University, you must agree to the following terms and conditions:

- You assume financial responsibility for all equipment you have checked out until it is discharged.
- It is your responsibility to ensure that the staff on duty has properly checked and verified all equipment during the check out and discharge process.
- The equipment must be returned by **2PM the day following checkout.**
- The equipment must be returned directly to a library employee at Hunt Library Circulation Desk (**do not** use the drop box or return to any other library location).
- A **\$25 per-item, per-day fine** will be assessed everyday equipment is overdue.
- You will be charged a **replacement fee** if the equipment and/or peripherals (included, but not limited to: case, SD card, USB cable, battery, etc.) are lost, stolen, or damaged during the lending period. The replacement cost will be determined by the cost of the items lost, stolen, or damaged.
- The staff may not discharge/check-in equipment that is missing parts, tags, peripherals, etc.
- You understand that any media, data, and/or documents that you create or save to the equipment during the lending period will be permanently erased when the equipment is returned to the library.
- Faculty and/or staff members will provide an **Oracle account number** towards any charges that may result from the lending of this equipment, including, but not limited to, late fees and replacement costs.

Call number of items checked out:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Transaction comments (missing items, damage, irregularities):

By signing below, I hereby acknowledge that I have read, understand and agree to the above terms and conditions.

Print Name

Signature

Date