



# Quick Guide to Media Loan

Hours: 8:30am to 7:45pm M-Th; 8:30am to 5:45pm F;  
8:45am to 1:15pm Sat. Call or check web page for changes.

## PROJECTION

- ◆Data Projectors
- Opaque Projectors
- Overhead Projectors
- \*Super 8 Projectors
- \*16mm Projectors
- Slide Projectors
- Projection Screens
- Document Camera

## AUDIO

- 4-Track Porta-Studios
- Amplifiers
- Microphones
- Mixers
- Speakers
- CD Players
- CD/Cassette Players
- Cassette Recorder/Players
- Headphones
- ◆Public Address Systems

## DIGITAL AUDIO

- Mini Disc Recorders
- DAT Recorders
- \*Compact Flash Recorder
- Digital Voice Recorder

## DIGITAL VIDEO

- \*DV Palmcoders
- DV Recorder/Players
- \*◆3-Chip Video Cameras

## ANALOG VIDEO & FILM

- \*Camcorders - VHS, S-VHS
- Fluid Head Tripods
- Lighting Kits
- Video Monitors
- Combo VHS/DVD/ TV's
- DVD & Laser Disc Players
- VHS, S-VHS Recorder/Players
- \*Super 8 Cameras

## PHOTOGRAPHIC

- Point & Shoot Digital Cameras
- Point and Shoot 35mm cameras
- \*35mm SLR Cameras/Lenses
- \*Digital SLR Cameras
- \*Medium Format Cameras
- \*4x5 View Cameras
- Cable Releases & Filters
- Light Meters
- Flash Units
- Remote Flash Sensor
- Tripods

## MISCELLANEOUS

- ◆Assistive Listening Devices
- Closed Caption Devices
- Carts
- Power Extension Cords

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\*Proficiency required for use. ◆Limited access. Equipment orientation recommended.  
*Media Loan's Advanced Production Services and Audio Studio areas provide professional filmmaking and audio recording equipment. Access to these resources is restricted. Please check with Media Loan staff for more information.*

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## CHECK-OUT GUIDELINES:

Media Loan equipment is available to currently registered students and currently employed TESC Faculty and Staff to support academic work and college business. All users must have a current, validated ID card.

Media Loan equipment is available for academic use (credit generating academic work or TESC sponsored campus activities). Users may be asked to explain intended use of equipment. First priority is given to Academic Programs, secondly Contracted Studies and then College and Student Activities related campus events. Any academic or administrative units putting on campus events or conferences must contact Electronic Media Producer, Diana Schlesselman, in Library 1503, or ext. 6268, for equipment rental, general and audio recording set ups and Dave Cramton for video setups and productions in L1509 or at ext. 5505. Please consult <http://www.evergreen.edu/media/em/mediarates.htm> for additional information. Student Activities (S&A) events must go through Greg Porter, ext. 6222, for AV equipment requests and production clearances.

Scheduling for A/V classrooms on campus or any of the media facilities must be done prior to A/V key checkout. Users requiring a significant amount of campus media resources should fill out a Media Request Form within the first two weeks of the quarter. Please refer to the Media Scheduling Policy for additional information.

**Media Loan**

**The Evergreen State College**

**The Library Group**

<http://www.evergreen.edu/media/ml/>

**(360) 867-6253**

**Olympia, WA 98505**

## CHECKOUT / CHECK IN / RENEWAL

- A checkout period is normally two days. You can renew up to three times in person or by phone (360.867.6253) if item requested is not reserved for another patron.
- Equipment pick up must be done by the patron who reserved the equipment.
- Equipment returned after hours to the Library Circulation desk will be checked in on the next business day by Media Loan staff.
- Equipment returned after the due date is overdue.
- Late returns, damages, and lost items will be billed to your account held at TESC Student Accounts.
- During Evaluation Week, Media Loan hours are reduced and equipment checkout is limited to evaluation purposes only.
- Extended Loan requests for the quarter should be submitted within the first two weeks of the quarter. Allow 2 to 5 days for processing. Loans between quarters can be negotiated by an Extended Loan Request with proof of eligibility through paid tuition and registration for the next quarter. Please refer to the Extended Loan Request form for additional information.

## RESERVATIONS

- You may make reservations at Media Loan, in person or by phone (360.867.6253).
- You may make reservations up to a month in advance if you or your program have an approved Media Request Form.
- Reservations will be filled in the order they are made – generally first come, first served.
- Reservations may be forfeited if you are more than an hour late for pickup.
- High use equipment cannot be reserved more than two weekends in a row.

## OVERDUE EQUIPMENT

- Equipment must be returned on or before the due date, or it is overdue. The following fees apply.
- First week – \$3.00 daily charge per checkout with e-mail notice sent to patron. Borrower with Media Loan items overdue may have their Media Loan access put on "hold" and be blocked from scheduling time in media facilities.
- 7 days or more – \$5.00 daily charge per checkout for the second week. Equipment two weeks overdue, or whenever the value of the item is reached by the late fee, will be declared lost. Replacement cost plus a \$5.00 non-refundable service fee will be billed to the user's student account.
- Media Loan makes every effort to contact delinquent borrowers. However, failure to make contact does not relieve borrower of liability for accrued late fees or service charges.
- All overdue charges are per transaction, not per item.
- All charges are uniform regardless of type of equipment.
- Service fees and overdue fees are non-refundable.
- When equipment is returned, the replacement cost is refunded minus the \$5.00 service fee.
- Holds may be relieved on a Media Loan account after charges have been paid in full, and the patron meets with Media Loan staff to review Media Loan's policy and procedures. After review, Media Loan staff will determine if access will be restored.
- If users feel that a charge has been made in error, they may submit an Appeal Form. This form is available at Media Loan, and on our web site, <http://www.evergreen.edu/media/ml>.
- Student Accounts handles questions regarding the billing process and accepts payment for charges.
- Media Loan handles the Appeal process and questions regarding Media Loan account.

Please refer to long form policies, available at Media Loan and online, if needed.