

MEDIA LOAN POLICIES and PROCEDURES

revised5/06

Media Loan's Function

Media Loan circulates audio/video and photographic equipment to Evergreen students, faculty and staff. Staff at Media Loan are responsible for:

1. Making every attempt to have equipment available to be checked out when it is needed.
2. Maintaining, repairing, and replacing equipment.
3. Training and testing borrowers to certify their proficiency with the equipment.
4. Complying with State and College regulations in administering access policies and priorities.
5. Determining who is to pay for the repair or replacement of damaged or lost equipment.
6. Assessing late fees to make sure that equipment is available for all users.

State and College Regulations

Media Loan complies with Washington state law and Evergreen academic policy covering use of equipment. These guidelines cover:

1. Use of equipment.
2. Purposes for which the equipment may or may not be used.
3. Setting priorities for scheduling the loan of equipment.

Media Loan services and equipment are provided to Evergreen students who have paid their tuition for the current quarter and currently employed faculty and staff.

All users are expected to comply with the "Conditions of Use" and the circulation procedures stated below. Equipment checked out to programs charging admission (or donations) and conferences on campus will be charged by Media Services. Borrowers may be required to specify how the equipment will be used.

To assure that equipment is available for ongoing academic purposes, the following in priority order apply:

1. Academic programs have first preference in scheduling.
2. Contracted studies, group and individual.
3. College and Student Activities programs and projects.

Conditions for Use

Media Loan equipment will only be checked out to students, faculty and staff who present a valid TESC ID Card. Students who have not registered for the current quarter may not borrow any equipment. Some of the equipment require proficiency testings to be done prior to check out.

Equipment is ONLY available for ACADEMIC use (credit generating academic work or TESC sponsored campus activities). Users may be asked to explain intended use of equipment. Campus events (S&A, Conferences, Academics, etc.) must be negotiated with Electronic Media staff for assessment of appropriate rental fees. Electronic Media producer also coordinates audio sound systems and audio/video recording.

Media Loan

The Library Group

(360) 867-6253

The Evergreen State College

Olympia, WA 98505

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



Checking-out Equipment

Equipment will be checked out **ONLY** to currently enrolled students or currently employed staff and faculty of The Evergreen State College. **Students must be able to produce a validated student ID card for the current academic quarter.**

Equipment is **ONLY** checked out during posted Media Loan hours. The normal loan period is **two days**. Some high use equipment may only be borrowed for a day, while other lesser used items may be checked out for up to a week. Occasionally, Media Loan staff may have to reduce the length of a reservation period due to equipment shortages. Anything borrowed on Friday is normally due the following Monday. Large orders of video, audio and/or film equipment must be checked out at least one hour before closing.

During the academic year, equipment will be available for loan from the first day of each quarter until the first day of evaluation week. During evaluation week, equipment will not be checked out except for use in preparing or presenting evaluations.

Between quarters, anyone wanting to borrow equipment must request the use via the use of Extended Loan Forms. It requires written justification of your needs, your faculty's signature verifying your request, and a proof that you have registered and paid your tuition for the following quarter. The processing of Extended Loan Forms generally takes 2 to 5 days.

Generally no equipment will be checked out through the mails, including Evergreen campus mail, U.S. Postal Service, or any courier, messenger service, or package delivery service such as UPS. Special arrangement may be made with the head of Media Loan for requests requiring such service.

Proficiency Testing

Proficiency tests are required for 16mm projectors, most video and motion film cameras, and most still cameras. Appointments to take a test are scheduled at least one day in advance. A short written examination must be completed before a hands-on test is given. An operational demonstration is to be completed during the scheduled test period.

Operating guides for the equipment are available from Media Loan and on our website. Anyone who intends to borrow equipment is urged to read the guides or manuals first. These give step-by-step instructions on what to do and what not to do.

Checking in Equipment

Equipment will be checked in only during posted Media Loan hours. All equipment must be returned by the assigned due date and time, as written on the Check-Out receipt. Returns after closing time are considered late.

If parts are missing when the equipment is returned by a borrower, a Non-Return Charge Slip is issued. Unless the borrower returns the parts within two weeks, they are charged for the replacement costs plus a five-dollar service fee. Returning equipment by mail (UPS etc.) is strongly discouraged, but if a borrower chooses to have anything delivered, they assume full responsibility for any damages to the equipment.

If you need to return equipment after Media Loan closes, Library Staff at the Circulation Desk will accept it and store it in a locked area. No receipt will be given and it is still users responsibility to confirm if equipment has been returned to Media Loan.

Renewal of Equipment

Borrowers who need to use any equipment beyond the due date can normally extend the checkout through a renewal request. Unless there's high demand for the specific equipment, you may request for a maximum of three renewals. When stock is low and demand is high for some equipment, renewal may not be granted. Any requests for renewal should be made early in the day in case someone else needs the equipment.

Although requests can be taken on the telephone, borrowers are encouraged to come to Media Loan in person to complete the renewal process.

Reservation of Equipment

Equipment may be reserved up to a month ahead if you or your program have Media Request Forms on file. If not, you may reserve up to one week in advance. Reservations are not guaranteed due to patrons returning equipment late or because of broken equipment. We will, however, make every attempt to fill your reservation, including making substitutions. Any equipment not picked up within an hour of the reserved time may be loaned out to another patron. High use equipment can not be reserved more than two weekends in a row.

Extended Loan

There can be exceptions to the normal loan agreement. An **extended loan** allows the borrower to keep equipment for up to one full quarter. Student requests require written justification and a faculty signature. Quarter long requests should be made and submitted by the **2nd week** of each quarter.

Media Loan may approve or deny requests based on demands and availability of equipment. Requests for shorter extended loans can be submitted any time during the quarter. When a request is approved, the borrower should arrange for renewal if they already have the equipment checked out. Insurance may be required if the borrower intends to travel with the equipment, particularly for out of state travel. Extended loans for using equipment outside the U.S. are rarely approved.

Using Equipment for Incompletes

Any student with an official incomplete verified by the Registrar can use equipment to finish their work. After filling out a Incomplete Status Equipment Request Form signed by their faculty, the student pays a \$75 deposit at the Cashier's office. Upon receipt of the form by Media Loan, the student may use equipment for up to 30 days. After returning the equipment, Media Loan will request a refund of your deposit. Refunds are paid within four weeks.

Penalties for Late Return of Equipment

Due dates are noted on the Check-Out receipt. A borrower can renew a loan over the phone. Late charges are assessed starting the day after the due date on your receipt.

Charges are \$3.00 per day the first week overdue and \$5.00 per day the second and following weeks. Late charges accrue until equipment is returned or reported lost. A nonrefundable service fee is also charged. Late charges and service fees are assessed per checkout, and are not based on equipment value.

Patrons with equipment one week overdue may have their Media Loan privileges put on "hold." Access may be restored following a meeting with Media Loan Staff, return of all equipment, and payment of charges.

The following actions may be undertaken if borrowers do not return equipment in a timely manner:

1. Late fees assessed.
2. Suspension of Media Loan privileges.
3. Holds on transcripts and diplomas for graduating students.
4. Holds on the student's registration for the following quarter.
5. Users billed for all costs accrued in the collection.
6. Legal action by a collection agency.
7. Notification of Evergreen Police Services.

Media Loan will attempt to notify patrons of overdue equipment by email. However, failure to make contact does not relieve a delinquent borrower from payment of overdue charges.

If a borrower neglects to return equipment or when the overdue charges equal the cost of the equipment, the borrower may be billed for replacement costs plus a \$5 service charge. If equipment is returned, replacement charges are rescinded but late fees are not. Only after settling their accounts can a delinquent patron request reinstatement of Media Loan privileges through an appeal process.

Billing is done by Student Accounts. Questions about bills are handled by Media Loan staff. Late fees, replacement charges and service fees are deposited in a library budget for replacement of Media Loan equipment.

Replacement of Equipment

A borrower who reports equipment lost or stolen has two options in replacing it. They can pay Media Loan's assessed value, based on lowest current retail price plus taxes. Or they can submit a firm, dated bid from a vendor who will supply the equipment for less money. Evergreen will arrange the purchase, students may not buy the equipment. Replacement must be new, when possible, and of equivalent value to the item being replaced. A \$5 service fee is added to the total bill.

Damage and Repair of Equipment

Media Loan's repair staff is responsible for inspecting equipment and deciding what repairs are required. In their evaluation, they also decide if damages are caused by normal wear-and-tear or by mishandling, operator error or neglect. In the latter cases the user is billed for repairs. Current charges are parts plus \$40 per hour labor. If Media Loan staff determines equipment is not repairable, full replacement cost may be charged.

Insurance on Equipment

No equipment is insured by Evergreen. Borrowers may obtain insurance coverage from a private broker or agent. Media Loan may require proof of insurance from patrons who want to borrow equipment for extended loan period.