

Technology Circulation Policy

The UIW Libraries circulates small equipment to currently enrolled students, currently employed faculty and staff on a “first come, first served” basis. See a list of circulating equipment below.

Equipment Checkout Policies

- All patrons wishing to check out equipment must sign an agreement which details policies for use and financial responsibilities associated with missing, broken, damaged equipment while in the person’s possession.
- It is the patron’s responsibility to make sure that equipment is in working order and not damaged or missing parts before leaving the circulation desk. A circulation assistant can help with equipment inspection.
- Items are due back in the library 15 minutes before the library closes on the date the item is due. It is the patron’s responsibility to make themselves aware of [library hours](#).
- Equipment cannot be reserved in advance.
- Equipment cannot be renewed online.

Fines/Fees

- Equipment is not considered returned unless all parts have been returned, including cables and cases. Fines accrue daily when the library is open.
- A replacement cost will be charged to the individual’s account when an item has reached its maximum overdue fine. Replacement costs are provided on the list below. If the item is returned within 15 days of the patron’s notification of fine (via an emailed notice), the replacement cost fine will be forgiven once the item is returned to Mabee Library in good working condition. The replacement cost will **not** be forgiven if the item is returned over 15 days past the patron’s notification of the fine (via an emailed notice).
- Persons with overdue, lost or damaged equipment will lose their ability to borrow additional equipment.
- Overdue fines will not be forgiven.
- All library fines are to be paid in the Business Office after they post to an individual’s account.
- Stolen equipment must be reported immediately to the Mabee Library Circulation supervisor 210.829.3836 and to the local police department.
- Replacement, repair and overdue charges for faculty will be charged to their department.

Equipment List	Description	Checkout Period	Late Fees	Replacement Cost
Latitude 3420	Dell Laptop	7 days	\$20/day	\$800
Latitude 5290	Dell Laptop	7 days	\$20/day	\$1,550
MacBook Pro	Apple Laptop with case	7 days	\$20/day	\$1,622
Laptop Chargers	Apple/Dell Laptop Chargers	7 days	\$10/day	\$100
iPad	Apple Tablet	7 days	\$20/day	\$950
Nikon D3200 camera	Nikon camera body, AFX zoom lens, ED II lens, camera bag, memory card, battery, cables	7 days	\$10/day	\$429
CoolPix AW130	Nikon Point & Shoot Camera with case	7 days	\$10/day	\$283
Canon VIXIA HF M400 camcorder	camera bag, camcorder, power adapter two batteries, and sd card	7 days	\$10/day	\$539
Tripods	Aluminum light weight with case	7 days	\$10/day	\$140
Epson Projector	Projector, Travel case included with case	2 days	\$20/day	\$1,000

An item is declared lost after it has been overdue for five days. At that time, replacement fees are charged to individual's account. If item is brought back in working condition within 15 days of being declared lost, overdue fees still apply but the replacement fee is removed. Please contact the library's circulation desk if you have questions 210.829.3836.

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"This policy is subject to change without notice"