

## Equipment Checkout

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

### Equipment Checkout Policies

- All equipment has a two-day checkout period (with the exception of Surface Pro computers, which have a 24 hour checkout period, laptops and the Canon camcorder which check out for 7 days). 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.
- 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.

### 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. For replacement costs, see 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) and the item will be considered “Lost.”
- 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 your student account.
- Replacement, repair and overdue charges for faculty will be charged to their department.

Equipment cannot be reserved. Please contact the library’s circulation desk at 210.823.3836 if you have questions.

Stolen equipment must be reported immediately to the Mabee Library Circulation supervisor (210) 829-3836 and the local police department.

<b>Equipment List</b>	<b>Description</b>	<b>Checkout Period</b>	<b>Late Fees</b>	<b>Replacement Cost</b>
Surface Pro	Windows Tablet	24 hours students only	\$50/day	\$800
iPad	Apple Tablet	2 days	\$50/day	\$950
Epson Projector	Projector, Travel case included with case	2 days	\$50/day	\$1,000
Latitude 7450	Dell Laptop with case	7 days faculty & staff only	\$50/day	\$1,208
MAC Pro	Apple Laptop with case	7 days faculty & staff only	\$50/day	\$1,622
Nikon D3200 camera	Nikon camera body, AFX zoom lens, ED II lens, camera bag, memory card, battery, cables	7 days	\$50/day	\$429
Canon VIXIA HF M400 camcorder	camera bag, camcorder, power adapter two batteries, and sd card	7 days	\$50/day	\$539
JVC-GZ-R320 Camcorder	Quad-Proof HD memory camcorder, case and supplies included with case	2 days	\$50/day	\$520
CoolPix AW130	Nikon Point & Shoot Camera with case	2 days	\$10/day	\$283
Tascam Portable Audio Recorder	Digital hand-held recorder with case	2 days	\$10/day	\$130
Blue Snowball iCE Mic	USB condensor microphone with pack with case	2 days	\$10/day	\$70
Crown Audio Sound Grabber II	Pressure zone microphone with case	2 days	\$10/day	\$130
Tripods	Aluminum light weight with case	2 days	\$10/day	\$140
Adapters/Chargers	Miscellaneous	2 days	\$10/day	\$50
Kensington Wireless Presenter with laser	Mouse clicker	2 days	\$10/day	\$35
Headset mics	Koss CS100 Headset Mic	2 days	\$10/day	\$25
GoPro Hero4	Head & chest straps, set kits, batteries, chargers etc. with case	2 days	\$10/day	\$550
Anchor 1000X+ Speaker	50 Watt Portable Speaker with case	2 days	\$10/day	\$350
Conference Phones	Digital	2 days	\$10/day	\$850

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.