

Technology Circulation Service

The UIW Library circulates small equipment to currently enrolled students, currently employed faculty and staff on a “first come, first served” basis.

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 the 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.
- 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 [equipment list](#). 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).
- People 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 are posted 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.

An item is declared lost after it has been overdue for five days. At that time, replacement fees are charged to an individual’s account. If the item is brought back in working conditions 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.

Equipment List	Description	Checkout Period	Late Fees	Replacement Cost
Latitude 3420	Dell Laptop	7 days	\$10/day	\$800
MacBook Pro	Apple Laptop with case	7 days	\$10/day	\$1,622
Laptop Chargers	Apple/Dell Laptop Chargers	7 days	\$5/day	\$100
iPad	Apple Tablet	7 days	\$10/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
JVC-GZ-R320 Camcorder	Quad-Proof HD memory camcorder, case and supplies included with case	7 days	\$10/day	\$520
Tripods	Aluminum light weight with case	7 days	\$10/day	\$140
Epson Projector	Projector, Travel case included with case	2 days	\$10/day	\$1,000

In-House Use Items

Equipment List	Description	Checkout Period	Late Fees	Replacement Cost
Apple Lightning Digital AV Adapter	White Lightning connector to HDMI display	2 days	\$5 per day	\$79
Apple USB-C Digital AV Multiport Adapter	White w/standard USB port, USB-C port for charging	2 days	\$5 per day	\$79
HDMI Cord	6ft. Audio/Visual Cable	4 hours	.50 per hour	\$20
Network Cable	6ft. Blue Ethernet connection	4 hours	.50 per day	\$4.99
Group Study Rooms (2+ people present)	On 2 nd floor, can be renewed if available	2 hours	.50 per hour	\$300
Graduate Study Rooms	On the 1 st and 2 nd floors, can be renewed if available	4 hours	.50 per hour	\$300
Portable Power Station	Multi-use power source: AC, DC, USB, charging cord	4 hours	.50 per hour	\$100
Dry Erase Marker Kit	Box, 4 markers, eraser (can renew)	2 hours	.50 per hour	\$15
Headphone Y Splitter	Male to dual female stereo jack adapter converter	4 hours	.50 per day	\$10
Headphones	Kensington brand	4 hours	.50 per hour	\$20
Dry Erase Board	24x18 totable board	2 hours	.50 per hour	\$20