

## 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 fines 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 or 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 available to TESC students, faculty and staff to support academic work and college business. All users must present a current, and valid TESC ID Card. Students who have not registered for the current quarter may not borrow any equipment. Some equipment requires a proficiency test to be done prior to check out.

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 at 360.867.6268 for equipment rental with set up or Media Loan Operations Manager Lin Crowley at 360.867.6239 for equipment rental without set up. Please consult <http://www.evergreen.edu/media/em/mediarates.htm> for additional information. Student Activities (S & A) events must go through Greg Porter, 360.867.6222, for AV equipment requests and production clearances.

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## 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 or Saturday 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.

Scheduling for A/V classrooms on campus or any of the media facilities must be done prior to AV key checkout.

Between quarters, anyone wanting to borrow equipment must submit a request via an Extended Loan Form. It requires written justification of needs, faculty's signature, and a proof of registration and payment of 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 mail, including Evergreen campus mail, U.S. Postal Service, or any courier, messenger service, or package delivery service such as UPS. Special arrangements may be made with Media Loan for requests requiring such service.

## PROFICIENCY TESTING

Proficiency tests are required for 16mm projectors, video and motion film cameras, and most still cameras. Appointments to take a test are scheduled at Media Loan. 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 replacement costs plus a fifteen-dollar service charge. Returning equipment by mail (UPS etc.) is strongly discouraged, but if a borrower chooses to have anything delivered, they assume full responsibility for any damage to the equipment.

If you need to return equipment after Media Loan closes, Library Staff at the Circulation Desk will accept it during library open hours and store it in a locked area. No receipt will be given and it is still the 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 before it becomes overdue. Unless there's high demand for that 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.

## RENEWAL OF EQUIPMENT (CONTINUED)

Although requests can be taken by 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 the possibility of late returns or 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

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.

## USING EQUIPMENT FOR INCOMPLETES

Any student with an official incomplete may fill out a Incomplete Status Equipment Request Form. The request should be signed by their faculty, and verified by the Registration and Record office. After the student pays a \$75 deposit at the Cashier's office, and upon receipt of the signed and completed form by Media Loan, the student may use equipment for up to 30 days to finish their work. 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 and times are noted on the checkout receipt. A borrower can renew a loan over the phone before the checkout is overdue. Equipment not returned to Media Loan by the due date and time is considered overdue and will accrue late fines for which the borrower is responsible. Late fines are assessed based on the replacement value of the equipment and the due time/date on your receipt. Late fines will begin an hour after the due time noted on the checkout receipt and then once daily until equipment is returned or declared lost.

**Late fines are per item** and are assessed according to the rate information below. Late fines accrue up to the replacement value of the items or until the equipment is returned or declared lost. Equipment one week overdue, or when late fines equal the replacement cost of the equipment, will be declared lost and the replacement cost and a non-refundable service charge will be charged to the user's account.

Equipment valued <i>over</i> \$250 .....	\$20.00 per day
Equipment valued <i>under</i> \$250 .....	\$10.00 per day
Keys and all equipment and accessories valued over \$50 .....	\$10.00 per day
Equipment and accessories valued under \$50 .....	\$5.00 per day

Borrowers with equipment more than one week overdue or who ignore the rights of other borrowers or abuse the responsibilities inherent in sharing resources with the rest of the Evergreen community, may have their Media Loan privileges put on "hold" or suspended. Access may be restored following a meeting with Media Loan Staff, return of all equipment, and payment of charges.

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## **PENALTIES FOR LATE RETURN OF EQUIPMENT (CONTINUED)**

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

Unpaid fines may result in a hold being placed on the account preventing registration for subsequent quarters or withholding of transcripts and diplomas for graduating students. Holds on accounts for this reason must be resolved with Student Accounts.

In summary, the following actions may be undertaken if borrowers do not return equipment in a timely manner:

1. Late fines assessed.
2. Suspension of Media Loan privileges.
3. Accrued equipment replacement cost billed.
4. Legal action by a collection agency and liability for all costs accrued in the collection.
5. Notification of Evergreen Police Services, who will assist Media Loan in retrieving late equipment.

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 will be billed for late fines and replacement costs plus a non-refundable \$15 service charge per equipment. If equipment is returned within the academic year, replacement charges are rescinded but late fines and service charge are not. A delinquent patron could request reinstatement of Media Loan privileges or request for fine reduction through an appeal process.

## **APPEAL**

If users feel that a charge has been made in error, they may submit an Appeal Form. This is available at Media Loan, and on our web site, <http://www.evergreen.edu/media/ml> Users who want to appeal the decision of Media Loan staff may appeal the decision to the Media Services manager; and finally in writing within 15 calendar days to the Dean of Library and Media Services after receiving the decision from the Media Services manager.

## **REPLACEMENT OF EQUIPMENT**

A borrower must pay the replacement cost of the item and any necessary components when equipment checked out on borrower's account is reported lost or stolen by borrower or declared lost by Media Loan. Media Loan's assessed replacement cost will be based on the current retail price available from authorized vendors, plus tax and shipping, on the same or comparable models. Replacement must be new, when possible, and of equivalent value to the item being replaced. A \$15 service charge per equipment 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.