

MLC Technology Lending Terms of Use Agreement 2016-17

Due to the exceptional nature of our technology collection, students must understand and agree to the terms that follow when they borrow technology from the Miller Learning Center.

Equipment is available on a first come, first served basis to currently enrolled University of Georgia students. Faculty and staff are not eligible borrowers.

There are no reservations. Students need only their UGA ID or other photo identification to initiate a loan after completing an assessment and accepting the terms of use.

The technology lending desk is located on the east side of the 3rd floor of the MLC. The lending desk is **NOT** open 24/7. Borrowers should educate themselves about service hours, including exceptions. Regular desk hours will be posted at <http://mlc.uga.edu/technology/lending>.

Borrowers will receive an inventory checklist for equipment with multiple components, and must wait for item inspection to be completed at both check out and return.

Borrowing equipment will always be free IF items are returned **on time, complete**, and in **good working condition**. Borrowers will owe service fees for items kept past due, only partially returned, or in damaged condition.

Audiovisual Equipment

Cameras, camcorders, tripods, microphones, digital recorders, projectors, and other audiovisual equipment may be borrowed for up to five (5) days.

Items must be returned before the daily lending deadline on the fifth day; exact date and time will be indicated on your receipt. *The MLC agrees to honor a 15 minute grace period. No other exceptions will be made except by prior arrangement.*

Borrowers agree to provide their own storage media for devices without internal memory. To protect patron privacy, internal data will be cleared on return.

- Items kept past five days will accrue a service fee of **\$30.00 per day**. A subset of accessory items will accrue a service fee of **\$15.00 per day**.
- Items returned after the daily lending deadline will incur a **\$5.00 processing fee**.
- Items left unattended or at unstaffed desks will accrue a **\$50.00 mishandling fee**.
- Incomplete items missing components or accessories will accrue a **\$10.00 processing fee**.

- Items returned without charging accessories will incur a list price charge for component replacement.
- Loss, theft, or negligent care for equipment that renders it unusable will result in a charge for full replacement. **Borrowers pay the full replacement cost for lost or broken equipment.** A list of replacement costs is available at <http://mlc.uga.edu/technology/lending>.

Laptops and Personal Computing Devices

Laptops, iPads, charging cables, and other personal computing accessories may be borrowed for up to 12 hours OR until the daily lending deadline.

This is typically one (1) hour before the lending desk closes, and the time will be indicated on your receipt. **ALL LOANS ARE SAME DAY unless otherwise noted.**

- Items kept past 12 hours or lending deadline will accrue a **service fee** of **\$10.00 per hour past due**. The MLC agrees to honor a 15 minute grace period. No other exceptions will be made except by prior arrangement.
- Items returned after the daily lending deadline will incur a **\$5.00 processing fee**.
- Items left unattended or at unstaffed desks will accrue a **\$50.00 mishandling fee**.
- Incomplete items missing other components or accessories will accrue a **\$10.00 processing fee**.
- Items returned without charging accessories will incur a list price charge for component replacement.
- Loss, theft, or negligent care for equipment that renders it unusable will result in a charge for full replacement. **Borrower must pay the full replacement cost for lost or broken equipment.** A list of replacement costs is available at <http://mlc.uga.edu/technology/lending>.

Special Note for Laptop Borrowers: Students will log into devices at checkout. During their loan, students should **NOT**:

- Log out
- Shut down
- Restart
- Allow the battery die

If a student becomes logged out, they must return to the lending desk during service hours to reinstate device access.

Note: Sleep mode **WILL allow** users to remain logged in.

Overnight Laptop Loans

For our borrowers' convenience, we allow overnight laptop checkout after 8:00pm. **Borrowers must request overnight loans.** These items will be due 12 hours from check out time.

PLEASE NOTE: The MLC laptops are not configured for long term loan. They will restart themselves to reset software and settings between 2am-6am each night. If the computer is in sleep mode during this event, students should still be able to log in after the restart. If the computer is active when the restart occurs, the user will NOT be able to log in.

E-Readers

Kindle e-readers may be borrowed for up to fourteen (14) days. Kindles must be returned before the daily lending deadline on the fourteenth day; exact date and time will be indicated on your receipt.

- Items kept past fourteen (14) days will accrue a service fee of **\$15.00 per day.**
- Incomplete items missing components or accessories will accrue a **\$10.00 processing fee.**
- Items left unattended or at unstaffed desks will accrue a **\$50.00 mishandling fee.**
- Loss, theft, or negligent care for equipment that renders it unusable will result in a charge for full replacement. **Borrowers pay the full replacement cost for lost or broken equipment.** A list of replacement costs is available at <http://mlc.uga.edu/technology/lending>.

Renewals

Renewals may only be granted if a comparable item is available. All renewals must be processed in-person, during service hours, and with complete item present. Renewals are never guaranteed.

Fees and Payment

Students may not borrow or renew any equipment if they have more than \$15.00 in outstanding fees. A hold may be placed on borrowers' student records after seven (7) days of non-payment. Fees must be paid by appointment to guarantee same day hold removal.

Outstanding fees for MLC equipment **MUST** be paid at the Miller Learning Center administrative offices, room 373, M - F, 8am - 5pm. **Fee payments cannot be accepted at other library locations.**

By using the program, student borrowers also agree to the following terms:

- Duplicate items may not be checked out to the same individual without prior approval by the MLC Service Desk Coordinator. Requests may be submitted to mlctechinfo@uga.edu.
- **Borrowers must contact the 3 East Lending Desk or MLC Service Desk Coordinator** as soon as possible if a borrowed item is incomplete or not in good working condition. **Returning incomplete or damaged equipment without prior notice will result in fees.**
- Borrowers **use all equipment at their own risk**; the University of Georgia will not be liable for any damage to personal equipment used in tandem with borrowed items.
- **Borrowers agree to file a police report if an item is lost or stolen while in their possession.**
- A police report will be filed by the MLC for items that are more than seven (7) days overdue.
- The MLC reserves the right to revoke borrowing privileges for excessive lateness, negligence, or other abuse of the program.
- **No exceptions to lending policy will be made without express permission of Germaine Cahoon, MLC Service Desk Coordinator.** Special requests and inquiries for information should be sent to mlctechinfo@uga.edu; borrowers will typically receive a response within 24 hours (excluding weekends). Borrowers with emergencies or damaged equipment should call the lending desk ASAP at 706-542-4673 during service hours.