Biomedical Library Equipment Lending Policy

1. **Who is eligible**: Penn students, faculty, staff and associates with current Library borrowing privileges (a valid PennCard or, in the case of eligible UPHS and CHOP employees, current Library registration).
   
   **Limit**: 1 reservation per item per person per week. For example, you may reserve a camera, flash drive, projector and other items at the same time, but you cannot make two reservations for the camera on the same week.

2. **Acceptable uses**: Equipment is available for curricular and extra-curricular purposes, and can be used both on-campus and off-campus. All patrons are expected to comply in full with all computing policies as described at http://www.upenn.edu/computing/policy/. Penn Libraries does not assume any liability for misuse of borrowed equipment. If the equipment is used by someone else while on loan, the borrowing user bears the responsibility.

3. **Loan period**: 1 day - due back by **closing time the day following check-out** (for example, if you take out a camera anytime on Friday, it is due back by Saturday at 5:30pm - Please plan for 30 minutes for return due to verification of equipment components and cables). Longer loan durations will be approved in unusual circumstances. Once returned to the Biomedical Library circulation, an item can be borrowed again if available.

4. **Pick-up / drop-off**: Equipment must be picked up and returned only at the Biomedical Library circulation desk, only when the **library is open**. Returns will not be accepted in other Penn libraries or in dropboxes. Patrons are required to sign a statement acknowledging receipt of the equipment and the terms of the loan before equipment is lent.

5. **Condition of the equipment**: library staff will make every effort to ensure that loaned equipment is fully functional. Due to the constant use expected however, we cannot guarantee that the equipment is in full working condition or that batteries are charged at the time of the loan. Patrons are encouraged to verify equipment functionality before leaving the library.

6. **Supplies**: Patrons are responsible for supplying all consumable supplies such as blank discs.

7. **Data protection**: the library bears no responsibility for data left behind. Patrons are responsible for erasing all personal data before returning equipment.

8. **Liability**: Patrons are financially liable for any items not returned on time or returned requiring repair or replacement. For items not returned on time, **a late fine of $25 per day** shall accrue for the first three days. The **full replacement cost** shall be due for all equipment not returned three days after its due date.

   a. All fines related to repair and replacement costs will be charged to the patron’s personal Penncard account (bursar account for students) and may affect eligibility for Penn activities.

   b. Fines can be paid by cash, check, credit card (Visa/MasterCard only) and departmental budget codes during library business hours.
c. Patrons may request a printed return receipt when equipment is returned which acknowledges return of all items, or notes any exceptions. Equipment return may take up to 30 minutes due to verification of equipment components and cables. The patron is expected to stay until the return receipt is generated. Patrons are financially liable for any missing cables or components, including items or damage discovered after the generation of the return receipt. The replacement or maintenance cost for missing or damaged items will be charged as fines.

d. Equipment loans are made only to one individual and that person takes the entire risk and responsibility for the loan. Each individual can borrow only one equipment set at a time. (Some sets contain several equipment pieces.) Although the borrower may ask another person to return the equipment to the lab, the borrower takes full financial responsibility for the loaned equipment.

- I have read and understand the Biomedical Library Lending Program policy and I agree to its terms and conditions.
- I have verified that I have received all the components on the equipment loan checklist unless otherwise stated.
- I understand that this equipment needs to be returned to the Biomedical Library Circulation Desk during the library’s operating hours on or before __________.
- I understand that if I do not return this equipment on time, I will be held responsible financially. For items not returned on time, a late fine of $25 per day shall accrue for the first 3 days. The full replacement cost shall be due for all equipment not returned 3 days after its due date.
- I understand that if I return this equipment in improper working condition or with components missing, I will be held responsible for repair or maintenance costs up to the replacement cost of the equipment.
- I am aware of this equipment’s replacement cost and I am responsible for its safe return to the Biomedical Library.

Name________________________ Date ______________

EQUIPMENT LENT TO PATRON (check all that apply)

- Canon EOS Rebel T2i EOS 550D
- Panasonic High Definition Video Camera HDC-HS700
- Epson PowerLite 1775W Multimedia Projector
- Zoom H4n Handy Recorder
- Blue Microphones Snowball
- Precision Design Tripod PD-57TR
- Apple iPad (16GB)
- IPEVO Point 2 View USB Camera
- Kingston Technology FCR-HS219/1 USB 2.0 Hi-Speed 19-in-1 Reader
- Buffalo HD-PVU2 JustStore Portable USB 2.0 Hard Drive
- TEAC USB Portable Floppy Diskette Drive
- JetFlash 500 16GB USB 2.0 Flash Drive
- ScanDisk Cruzer 8GB USB 2.0 Flash Drive
- TurningPoint Audience Response System