

ITC Equipment Checkout Form

Equipment Checkout:

1. Equipment is checked out to RWR College of Education faculty and students. Occasionally, items will be checked out to other departments if they have students in an education program.
2. **A Winthrop ID MUST be provided at the time of check out.**
 - If a reservation has been made, the patron will sign the reservation paperwork at time of check out and provide their Winthrop ID.
 - If a reservation has not been made, the Equipment Check Out form will be filled out with the patron's contact information, the dates they would like the equipment, and the type of equipment they would like.
3. A signature is required in order to acknowledge that the patron is responsible for any damage, loss of item, or late fees.
4. The ITC staff will prepare the equipment for checkout. This will include any necessary power cords, adapters, and cases.
5. The ITC staff will make sure the patron is familiar with the item being checked out and will assist in teaching the patron how to use the equipment if needed.
6. By checking out equipment from the ITC, patrons agree that they understand the checkout policies and fee structure for overdue items.
7. Amount of items needed may not exceed the following:
 - Students may check out up to 10 items at a time.
 - For up to 4 items, no additional paperwork is required.
 - For 5-10 items, the student must provide a signature of the teacher in the classroom for which they are using the items. An exception to this rule is the PESH equipment.
 - Faculty may check out as many items as are available.
8. **Items may not be checked out for longer than 7 days. If there is no hold on an item, renewals may be made in person for an additional 7 days. Items may only be renewed once during a 3 week time period.**
9. **Equipment is to be used for educational purposes.**
10. Some items are reserved for PESH Department Patrons, EDCO 305 Students, or students participating in the edTPA program. These items can only be lent to others with approval from the ITC Director
11. Patrons should inspect equipment at check out to make sure no damages are visible. Any damages should be reported to a student worker immediately.

Equipment Check In:

1. Before checking items back in, make sure you have logged out of all apps, email accounts, or any other subscription based service.
2. Upon return, the items that were checked out will be inspected for damages. Any damages will be reported to the ITC Director.
3. If the equipment is in good working order, any data will be erased and the equipment will be charged before being put back into rotation.
4. A signature will be required by the patron when the equipment is returned.

Fee Structure:

1. Patrons are notified to return equipment one day before their items are due, on the day items are due, and once items are late.
2. **Overdue fines for equipment check-out are \$5.00 per day with no grace period.**
3. **Equipment will be considered missing on the 2nd day, and late fees will be applied at that time.**
4. A patron's account will be billed for the full replacement fee of the item if it is not returned within 7 days of the original due date.
5. Patrons who return items late twice during a semester will no longer be able to check-out equipment for the remainder of the semester.
6. If damages are found when the equipment is returned, the patron will be charged for those damages based on the Replacement Costs chart below.
7. Anything not on the chart will be assessed a replacement cost based on market value to replace the item.

Replacement Costs:

Laptop	\$500-\$1500 depending on age and model
iPad	\$500
Digital Camcorder (edTPA)	\$400
Digital Camera	\$300
Chromebook	\$250
Swivl	\$200
iPod	\$200

ITC Equipment Checkout Form

Name: _____ Phone: _____

Winthrop Email Address: _____

Faculty ☐ Student ☐

Date of Reservation: ____/____/____

Course/ Department: _____

Purpose of Checkout: _____

I _____ am responsible for all equipment that is checked out in my name and fully understand and agree to adhere to the ITC equipment check out policies. I further understand the penalties that are associated with past due equipment.

Signature at check out: _____ Date: ____/____/____

Signature at check in: _____ Date: ____/____/____

To Be Picked Up On: ____/____/____ at ____:____ AM or PM

To Be Returned On: ____/____/____ at ____:____ AM or PM

ITC Staff Only – Complete Below

EQUIPMENT TYPE	QUANTITY REQUESTED	INVENTORY NUMBER (or list as non-inventory item)	Check if for 305, PESH or EDTPA ITEMS

Circle additional items taken

Case/Bag USB cord Power Cord Charger Battery SD Card Other _____

CHECK OUT*:

of Items: _____ Checked OUT By: _____ Date: ____/____/____

CHECK IN*:

of Items: _____ Checked IN By: _____ Date: ____/____/____

Equipment Tracking emails (date when email is sent):

Due: ____/____/____ 1 Day Past Due: ____/____/____ 6 Days Past Due: ____/____/____ 10 Days Past Due: ____/____/____