



The Media Center provides technology development, software and hardware equipment training during hours of operation, and equipment on a loan basis through the Media Center. This service is provided free of charge to faculty, staff, and students. There is no charge for the use of any school-owned equipment; loaned equipment is to be treated with the utmost responsibility and care. **Equipment loans are a privilege, not a right.** Other than normally expected wear and tear, faculty, staff, and students will be held responsible for any lost or damaged equipment.

In order to checkout Media Center equipment, each user must sign a copy of the Loan Agreement. The loan agreement, along with the policies stated below, can be downloaded from the Media Center website.

Borrowers are expected to be aware of the replacement value of any piece of equipment checked out. Equipment will only be checked in and out at the Media Center when staff is present.

The following Media Center policies and procedures should be read carefully and understood before using the facility, or checking out equipment.

I. Loan of Equipment:

- To qualify for equipment loan, borrowers must demonstrate operational knowledge, after Media Center Specialist provides mini-training sessions.
- When equipment is checked out. A copy of the form will be provided upon request.
- Borrowers will be held totally responsible for all equipment checked out to them when they sign the Loan Agreement. It is understood that all such equipment shall be returned to the Media Center in the same proper working condition as it was issued.
- It is the borrower's responsibility to accept only equipment in proper working condition from the Media Center. Check the parts and contents of the package before leaving the Media Center.
- Should equipment become faulty for any reason while in the borrower's hands, absolutely no attempt should be made by the borrower (or anyone else) to repair it. If faulty, return the equipment immediately to the Media Center.
- Under no circumstances should any equipment in the borrower's charge be loaned to any other person. All equipment transfers must be handled through the Media Center.
- Supplying equipment to individuals who do not have authorization is a severe abuse of the Media Center policy.



- It is essential that equipment be returned to the Media Center on time.
- Equipment sign-out privileges may be revoked at any time without warning due to careless handling of equipment, repeated lateness, or abuse of Media Center policy. For example: unattended equipment is considered careless handling.

III. **Lost or Damaged Equipment:**

- The borrower is responsible for returning all equipment received in the same condition as when received.
- The borrower will be responsible to pay the cost of the insurance deductible (approximately **15%** of total cost of new device) of any equipment not returned, or equipment returned which is damaged beyond repair.
- The borrower will be responsible to pay the repair cost (not to exceed the replacement cost) of any equipment, which is returned in damaged condition).
- Failure to pay, as required, may result in non-issuing of transcripts and/or Report Cards.

VII. **Penalties:**

Responsibility for lost, damaged or stolen equipment is outlined above.

- Failure to pay fines will result in a hold on reserve/checkout privileges, until fines are paid in full.
- Any abuse or disregard for the above policies will result in suspension of use of the Media Center for the rest of the current semester. Access may be reinstated the following semester through formal application to the Media Center.



TECHNOLOGY EQUIPMENT LOAN AGREEMENT

BORROWER'S NAME: _____

Check Out Date: _____

Return Date: _____

Item(s) Loaned

Serial #

Inventory Tag#

Model/Brand

(Give Clear Description)

Requirements for Use:

I agree to take responsibility for technology hardware/software listed above in exchange for the use of the equipment for educational purposes only.

1. I understand I am responsible for maintaining the equipment/software in working condition while said equipment is in my possession.
2. I agree to return the equipment in the same working condition that I received it to the designated personnel.
3. I agree and understand that if the technology equipment, software, and/or other related items are stolen, vandalized, misplaced, destroyed, etc that I am responsible and will reimburse (pay) the School the cost of the insurance deductible (approximately 15% of total cost of new device) of any equipment not returned, stolen, vandalized, misplaced, etc. or equipment returned which is damaged beyond repair.
4. Additional School/Department requirements: _____

Borrower's Signature

Date

Parent/Guardian Signature

Date

Media Center Signature

(ORIGINAL DOCUMENT REMAINS IN HEADMASTER'S OFFICE; COPY TO BORROWER)