Multimedia Support Center

Student Equipment Lending and Use Guidelines

Criteria:

- Borrower must be enrolled as a CSCC student with a valid Cougar ID number. ID cards will be held by library or MSC staff during the lending period and will be returned to the borrower upon return of the equipment.
- Borrower must be on good lending terms with the library and Multimedia Support Center. This means you must not have any fines with the library or have been placed on lending probation by an MSC staff member.
- Borrower must follow the Columbus State Community College Internet Responsible Use Policy as stated in the Information Technology Procedures 15-01.
- Borrower must fill out and sign a lending agreement.

Limitations and Availability:

- Equipment is loaned as first come, first serve.
- Students who borrow equipment can only use it within the Library and/or the Multimedia Lab and Studio.
- Equipment may be borrowed for up to 4 hours during library operation hours. Extensions can only be made if the equipment is not being requested for use by another party.
- Reservations cannot be made to borrow equipment for a later date.
- Equipment may not be borrowed within an hour from closing.
- All equipment being borrowed must be returned no later than 30 minutes prior to closing even if the loaning period has not ended.
- Usage of the equipment by MSC staff supersedes any request by the borrower. MSC staff reserve the right to retake possession of any borrowed equipment, even if the loaning period has not ended.
- MSC staff have the right to restrict access to any equipment under their discretion.

Usage:

- Any equipment borrowed that captures, records and stores media content will be cleared upon return. Any recordings or files left on these devices will be lost upon return.
- Borrowers are responsible for saving their files to their own devices.
- Borrowers should allow additional time to save their work before returning the equipment. Additional time beyond the loaning period to save work will not be granted.
- Any questions regarding how a piece of equipment works can be directed toward Multimedia staff, please do not operate a piece of equipment you are not familiar with. A Multimedia staff member will provide instructions on how to use a piece of equipment, if necessary.
Fines and Liabilities:

- Students will be charged $10 for every hour an item is late with a max of $100 per day. Extensions can be made for additional time without penalty by request of the student and under MSC or library staff discretion. Extensions can only be made if the equipment is not being requested for use by another party.

- The borrower is responsible for any damage or loss to equipment. This includes loss or damage due to neglect, abuse, or carelessness.

- If loss or damage of equipment occurs, the borrower is responsible for paying for the cost of replacement or repair of the equipment. Replacement costs are based on the current retail price of the specific item at the time of replacement and repair costs are based on actual costs for labor and parts.

- MSC staff retain the discretion to decide if an item has been damaged, the severity of the damage, the cost for repair or replacement, and which party is responsible for the damage or loss. By borrowing the equipment, you agree to accept these decisions.

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