

Technology Learning Center: Checkout Form

Equipment Checkout:

1. Equipment is checked out to UCA 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 UCA ID MUST be provided at the time of check out.**
3. A signature is required in order to acknowledge that the patron is responsible for any damage, loss of item, or late fees.
4. By checking out equipment from the TLC, patrons agree that they understand the checkout policies and fee structure for overdue items.
5. Amount of items needed may not exceed the following:
 - a. Students may check out up to 3 items at a time.
 - b. Faculty may check out as many items as are available.
6. Checkout Period
 - a. Video cameras & iPods may not be checked out for longer than 2 days.
 - b. Laptop checkout is limited to one month. However, this may be extended if there are no pending reservations for the item. Renewal is required.
 - c. Other items may not be checked out for longer than 7 days.
7. Equipment is to be used for educational purposes.
8. 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 TLC Technology Specialists.

Fee Structure:

1. Patrons are responsible for returning equipment on the day it is due.
2. **Overdue fines for equipment check-out are \$5.00 per day with no grace period.**
3. A hold will be placed on a patron's account if the item is not returned within 7 days of the original due date.
4. Patrons who wish to keep a laptop longer **MUST CONTACT THE TLC BEFORE THEIR DUE DATE** to see if they are able to extend the reservation period.
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 market value for the items.
7. Patrons will be billed for the market value to replace the item if something is lost.
8. No overdue fees will be assessed to faculty.