Digital cameras, video cameras, speakers, projectors, tripods, mini iPad, and digital voice recorders (equipment) are available for loan at the Circulation Desk on the 2nd floor of the library. These items represent a significant investment in providing University users with a technology service. Your respect for the equipment and the rights of other patrons is required. If you have any questions, please ask.

**Borrowers**

- Equipment is available for checkout to current USF students, faculty and staff.
- You must have a current University of Saint Francis OneCard to checkout all equipment.
- You must sign a user agreement form once per academic year to check out equipment.

**Loan Guidelines**

- All library-lending policies apply to the borrowing of equipment.
- The standard period that equipment can be borrowed is 7 days with one renewal for an additional 7 days.
- The current replacement charge will be applied to patron’s account if the equipment is not returned within 7 days of the due date.
- **You are responsible for the equipment until** you have handed it to a library staff member to be checked-in. Do not leave the equipment unattended. Billing charges are assessed if the equipment is lost or stolen while checked out to you. Damage, even accidental, to equipment and/or its peripherals (power supply, cord, cable, or batteries) will result in repair or replacement costs.

**Return Procedures**

Return the equipment to a library staff member at the Circulation Desk on the 2nd floor. **DO NOT place the equipment in one of the library drop boxes, the return slot or leave unattended at the Circulation Desk.** You are responsible for the equipment until it is handed to a library staff member to be checked-in. Please report any issues immediately to a library staff member.

**Additional Guidelines**

- The University of Saint Francis is not responsible for damage to your personal storage devices or equipment or for the loss of any data during the loan period.
- Patrons need to save their data to their own personal storage devices. Once the equipment is checked back into the library, memory cards and hard drives will be wiped clean.

Reviewed and Updated May 2019