

DEPARTMENT OF VISUAL ARTS EQUIPMENT LENDING KIOSK

Please read the following and sign the sheet provided, acknowledging your responsibility -

General kiosk procedure for borrowers

Borrowers are students in VISA or STAC courses

Borrowers present their Brock student card at the kiosk in order to take out equipment.

Overdue fines are \$5.00 per day, to a maximum of 7 days, per item borrowed (\$35). After 3 days borrowers cannot borrow anything else until the fine is paid. Payment is made at the main library Circulation desk. Borrowers return equipment to the kiosk only.

The kiosk staff aims to have all equipment ready to use. Borrowers should do a visual check, and test for cards, cables, batteries, power, etc. Borrowers buy batteries if they run out during a loan period.

Borrowers can have equipment for one or two days at a time. Return dates can be negotiated, but the dates, once set, are firm. The kiosk aims to circulate equipment fairly.

Borrowers can renew equipment if it is not in demand. Show up in person, with the equipment in hand.

Borrowers will return all equipment in person to the kiosk on the date that has been set, during the kiosk hours. The kiosk staff takes a few minutes to make a cursory check of the equipment. The borrower should relate any issues with the equipment at this time. If further routine checking raises a problem with the equipment, the borrower could be called back to relate their experience with it.

Your Responsibility as a borrower of this equipment

Your access to professional equipment is provided by the Department of Visual Arts so that you can complete media assignments in VISA/STAC courses. In return, you will treat the equipment responsibly and with respect, **as if it were your own.**

NOTE: You may be asked to provide permission from your instructor indicating that you know how to use a particular piece of equipment.

1. If the equipment is broken by you, through accident or lack of care, it will be dealt with on an individual basis. You may be liable for some or all of the cost of replacement of the item.
2. If the equipment is lost or stolen, report the loss to the Niagara Regional Police, or if on Brock property, to Campus Security Services, as soon as possible. Then report this incident to the kiosk, who will inform the Department of Visual Arts. Again, the situation will be handled on an individual basis.
3. **If you borrow equipment for someone else using your ID – it is your responsibility.**
4. If you fail to return the equipment as agreed, the Library will set upon you with reminder emails, and in 2 weeks send a letter to your permanent address asking for repayment in full for all the equipment you have not returned. **You will not receive a transcript from the University** until you pay this charge.