



Faculty & Staff Equipment Loan Policy

PURPOSE

This policy is designed to clearly delineate the parameters for borrowing and safeguarding media equipment on loan from RISD Media Resources.

SCOPE

All faculty and staff equipment borrowers are governed by the instructions covered in this policy and are expected to follow the procedures contained herein.

POLICY STATEMENT

The mission of RISD Media Resources is to enhance the teaching and learning experiences of the RISD community and to ensure that all members of the community feel included and fully supported at RISD. In service to its mission, Media Resources is proud to provide myriad presentation and documentation resources for faculty and staff through its loans of professional equipment.

POLICY

1. STANDARD LOANS

- a. Length of Loan - All loans are for the period of five business days.
- b. Renewals – All efforts will be made to accommodate renewal requests; however, there is no guarantee of automatic extensions after the initial five business day loan period, especially in the last half of each semester when usage is traditionally highest.
 - i. Renewals will not be made once the loan is overdue.
 - ii. Renewal Request must be made the Day prior to due date by replying to the Automated Reminder Email
- c. Late Equipment - Return of all checked out equipment is due 1(one) Hour prior to Closing on the fifth business day. Failure to return equipment on time will result in your supervisor being notified.
 - i. After a loan is 30 days late the equipment will be considered lost. A late fee and a replacement fee will be issued. You and your Supervisor will be notified.

2. LAPTOP LOANS

- a. MRC has a limited inventory of "Service Loaners" for Staff and Faculty while their RISD provided computer is being repaired.
- b. Borrowers assume full responsibility for this laptop and agree to remove all data and uploaded software from it upon return. RISD will not be held responsible for any data loss when in the borrower's possession.
- c. All other laptop loans will be for the standard five business days.
- d. Long-term loans are not available for Part-time Faculty & Staff.



3. TERMS OF RESPONSIBILITY

- a. All equipment is tested prior to loan and is guaranteed to be functioning properly. Borrowers are required to immediately report all damage, loss, or malfunction, and will be held financially responsible for any lost, stolen, or broken items
- b. Loss or damage will be calculated at full replacement cost of current model.
- c. All associated major /repair/replacement costs will be billed to the user's Departmental budget account as outlined above.
- d. No checkouts will be permitted until any outstanding balance is paid in full through the user's departmental budget.
- e. Late is defined as: Returned on the day following the return due date. (or later)
- f. All loans will end on the last day of the semester. No loans will be made over long school breaks (i.e. Winter & Summer Break).
- g. Lost or damaged equipment can result in loss of checkout privileges.
- h. All borrowers must sign an Equipment Loan Agreement prior to receiving RISD property.
- i. **Failure to follow these policies will result in loss of checkout privileges.**

4. EQUIPMENT RETURNS

- a. **Return all equipment to the RISD Auditorium lobby 1(one) Hour prior to Closing time on the designated return date.**
- b. **Final returns of all loaned equipment:**
 - i. All other checkout loans must be returned by the final due date.
 - ii. **If alternate return arrangements are not made, Media Resources will assume the equipment will not be returned.** RISD must replace any equipment no longer in its inventory with new equipment; therefore, the borrower's Departmental account will be charged the full replacement cost of the loaned equipment as stated in this policy.

I have read and agree with the above: