Lee and Jim Vann Library

Digital cameras, video cameras, and digital voice recorders (equipment) are available for loan at the User Services Desk on the second 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

- Digital cameras, video cameras, and digital voice recorders are available for checkout to current USF students, faculty and staff.
- You must have a current University of Saint Francis OneCard to checkout a laptop.

Loan Guidelines

- All library-lending policies apply to the borrowing of laptops.
- The standard period that equipment can be borrowed is 7 days with one renewal for an additional 7 days. Equipment is due back at the User Services desk on the second floor at least 15 minutes before the library closes on the date due.
- Overdue fines accrue at the rate of $5.00 per day.
- The current replacement charge will be applied to patron's account if the equipment is not returned within 24 hours of the due date. A non-refundable service fee of $5.00 will be assessed for lost, stolen, or non-returned equipment.
- **You are responsible for the equipment until** you have handed it to a User Services 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 to equipment and/or its peripherals (power supply, cord, cable, or batteries) will result in full repair or replacement costs. A non-refundable service fee of $5.00 will be added to the cost.

Return Procedures

- Return the equipment to a library staff member at the User Services Desk on the second floor. DO NOT place the equipment in one of the library drop boxes, the return slot or leave unattended at the User Services Desk. You are responsible for the equipment until it is handed to a User Services staff member to be checked-in.

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 formatted.

Getting Technical Help

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- For technical questions regarding equipment, please refer to the manuals on the library on-line catalog.
- It is assumed that when you check out a digital camera, video camera, and digital voice recorder that you can operate it without help. However, if you have a basic question, a staff member may be able to assist you.

Updated 28 November 2012