

NATURE LAB

MICROSCOPY LAB
+ ADVANCED
IMAGING CENTER

For questions, rentals, & renewals
CALL
401.454.6451

The Edna Lawrence Nature Lab
13 Waterman Street, Providence, RI

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EQUIPMENT LOAN POLICIES

Equipment that the Nature Lab Advanced Imaging Center provides is shared by every member of the RISD community. Therefore, everyone must take care of and return the equipment on time.

Students must attend a tutoring session before they check out any equipment.

CHECK OUT/IN HOURS

Monday - Friday 9:00 am – 4:30 pm Saturday 10:00 am - 4:00pm

STUDENT CHECKOUT

1. Equipment can be checked out for academic use only.
2. All equipment is available on a first come, first served basis.
3. All equipment is due by NOON on the following day.
4. Call before noon to renew for one more day.
5. Late returns incur fines by the hour including overnight and weekends.

We charge \$5 per hour for the first five hours after 12pm on the day you should check in the equipments.

After 5pm on the due day, charges will increase to \$10-\$30 per hour, depending on the equipment checked out, including overnight and weekends.

6. Every checkout is ID card based in our system.
 7. Students and faculty assume responsibility for equipment they check out, including lost, stolen or broken.
- TAs for classes are responsible for the equipment they check out.

For longer term loans please refer to our Faculty Checkout Policies.

Student long term loans need a reference letter from a faculty member and a project plan.

FACULTY | LONG TERM CHECKOUT

For class / group assignment / field trip check outs, instructors are required to checkout the equipment themselves and will be responsible for all equipment involved in class uses.

LATE FEE | Late is defined simply as “after the agreed check-in time”

All late equipment will be assessed a fine of \$5.00 per hour for the first five hours after 12pm on the due day. After 5pm on the due day, Garmin borrowers will be assessed a fine of \$10.00 per hour; borrowers of all other equipment will be assessed a fine of \$30.00 per hour.

Checkout privileges will be suspended until late fees are paid in full. Late fees must be paid in full within 30 days to avoid continued suspension from checkout privileges.

Invoices are paid at Student Accounts Office. They will give you a receipt once you've paid the fine. Bring the invoice back to the Nature Lab as proof of payment.

GRADES MAY BE WITHHELD pending the payment of outstanding fees.

Late fees accrue even when the Nature Lab is closed (excluding emergency school closings).

Fees are assessed hourly starting at 12:31 PM the day the equipment is due.

I understand that the Nature Lab, by default, will email me via my “risd.edu” address. As long as I have equipment out I understand I need to check my risd.edu email for any notices from Nature Lab. Further, I understand that if I do not want to use risd.edu I can enable email forwarding and/or give Nature Lab an alternate email address.

YES I will be using my risd.edu email and, while I have equipment out, I will check my account daily. NO, here is my alternate email address: _____

I/We the borrower have completely read and understand the Nature Lab's equipment checkout policies. I understand that I am required to show my RISD identification card (ID) and I agree to allow the Nature Lab to place a sticker on my RISD issued ID. I agree that use of my RISD ID and sticker constitutes adherence to the Nature Lab checkout policies.

Print Name

RISD ID#

Signature

Date