STUDENT EQUIPMENT LOAN POLICY AGREEMENT

PURPOSE

This policy is designed to clearly delineate the parameters for borrowing and safeguarding equipment on loan from RISD Media Resources (“MRC”).

SCOPE

This policy applies to all RISD students.

DEFINITIONS

Borrower: a RISD student who assumes responsibility for checking out and using MRC’s equipment provided by the College under its equipment loan program.
Late Equipment: equipment returned after the return due date.

POLICY

The mission of MRC is to enhance the teaching and learning experiences of the RISD community and ensure that all members feel included and fully supported at RISD. MRC provides audiovisual (“AV”) needs to the RISD community through several types of services, including professional equipment loans.

1. STANDARD LOANS
    a. Length of Loan - All standard loans are for a period of five business days.
    b. Payment Method - All borrowers are required to have a RISD Bucks account to use MRC’s services.
    c. 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 requests must be made the day before the due date by replying to the automated reminder email.
    d. Late Fees - Return of all checked-out equipment is due half an hour before closing on the fifth business day. A late fee of $10/day will be invoiced to the borrower and can be paid with a RISD Bucks account. After an equipment loan is 30 days late, the equipment will be considered lost. A late fee and a

replacement fee will be issued to the borrower.

    i. Fall/Spring Hours: Monday - Friday, 8:30 AM - 7:30 PM
    ii. Winter/Summer Hours: Monday - Friday, 9:00 AM - 5:00 PM
    iii. MRC is closed on RISD Holidays

NOTE: If any borrower is experiencing financial hardship related to late fees or repair/replacement costs of loaned equipment, an appeal process may be initiated by replying to the Automated Invoice email (svcrisdmrc@risd.edu). All appeals will be addressed on a case-by-case basis.

2. SEMESTER LOANERS
    a. MRC maintains an inventory of Mac and PC laptops for semester-long loan to students for various purposes. Semester Loaners are designed to be an adjunct to on-campus and personal computing, and generally serve exceptional circumstances that require “replacement” machines for academic use.
    b. Semester Loaners are for RISD students
    c. Checkout length is 1 semester.
        i. Due on the last Wednesday of each semester.
    d. Limit of 1 laptop per Borrower.

3. TERMS OF RESPONSIBILITY
    a. All equipment is thoroughly tested before loan and is guaranteed to be in proper working condition. Borrowers are required to report all damage, loss, or malfunction immediately and will be held financially responsible for any lost, stolen, or broken items associated with the equipment.
    b. Loss or damage will be calculated at the full replacement cost of the current model.
    c. All associated repair/replacement costs will be invoiced to the borrower.
    d. Borrowers must pay their late/lost equipment fines via their RISD Bucks account in order to borrow equipment going forward.
    e. If a borrower has a fine of over $50 at the end of their graduating year, the fine will be transferred to the Student Financial Services for inclusion in their tuition bill. Unpaid fines can impact your ability to receive your diploma at graduation.
    f. No checkouts will be permitted until all outstanding balances are paid in full.
    g. All loans end on the last day of the semester. No loans will be made over extended school breaks (i.e., Winter & Summer Break).
    h. All borrowers must sign an Equipment Loan Agreement before borrowing RISD equipment. By signing the loan agreement and accepting the terms of use, the borrower agrees to comply with all applicable College policies regarding the proper use, care, return, and security of the equipment.

4. EQUIPMENT RETURNS
    a. Return all equipment to the RISD Auditorium lobby half an hour before 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, MRC 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 RISD Bucks account will be charged the full replacement cost of the loaned equipment as stated in this policy.

PROCEDURES

For procedures on how to utilize Media Resources Checkout, please visit our website.
https://mrc.risd.edu/mrc-checkout-center/

POLICY SANCTIONS

RISD reserves the right to review alleged violations of this policy in conjunction with other appropriate offices and under other applicable College policies, procedures, and collective bargaining agreements, including but not limited to those listed under Related Policies. Failure to comply with this policy and other Related Policies is subject to disciplinary action and sanctions per applicable disciplinary procedures.

Failure to follow this policy may result in loss of checkout privileges. Lost or damaged equipment can result in the loss of checkout privileges and/or the payment of fees.

BORROWER SIGNATURE

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Signature

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Print Name

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Date