This agreement is in effect each time you check out equipment from Hillman Library.

Terms and Conditions:

1. **Borrowing Privileges:**

   Only University of Pittsburgh students currently enrolled in designated equipment usage classes and who are in good standing with a current University of Pittsburgh ID card are eligible to borrow equipment during the hours of the Equipment Room operation (standard): Monday-Friday 9am-9pm, Saturday and Sunday 10am-8pm.

   You may only check out one type of each kit and no more than two lenses at a time.

2. **Loan Periods:**

   Equipment is due back in 2 days. You must wait one hour before rechecking out any equipment. Equipment may be renewed only at the discretion of the course faculty who will provide the student with an equipment renewal form.

3. **Returning Equipment:**

   Equipment Room staff will not check in equipment if the original borrower is not present.

   When returning equipment, students must wait for library staff to check all items for damage and issue you a return receipt, which is your proof that you returned the equipment. Disputes about returned equipment and bags will be resolved upon your presentation of a return receipt.

   Kits/equipment must be returned in the same condition that they are checked out in. Kits should be repacked similar to how they were when checked out.

   Incomplete kits/equipment will not be checked in and will remain on your account until all items are present. You are responsible for all overdue fines accrued in this time period.

4. **Responsibility and Liability:**

   You are responsible for all pieces of equipment while they are checked out to you. **Do not leave equipment unattended at any time.** If any piece of equipment is damaged or stolen while it is checked out to you, you are responsible. Additionally, you are responsible for keeping all items with their specific kit, they are not interchangeable.

   We encourage all borrowers to promptly check the equipment's functionality (for cameras, turn on and attempt to take a picture or record video) upon checkout. Failure to immediately report any problems to the equipment room staff may result in you being responsible for the full replacement cost of the item. Determination of financial responsibility is left to the discretion of your professor and the equipment room staff.

   Hillman Library staff does not provide any training in the use of the equipment. Items are provided as-is and should only be used by borrowers for their class assignments.
Hillman Library
ULS Equipment Lending Program
Borrower’s Agreement

The ULS is not responsible for any data or content lost on borrowed equipment. Please remember to remove any non-ULS SD cards from cameras and audio devices and remove any files or log in information from mobile devices.

Failure to follow any of these rules may result in fines or suspension of Equipment Room borrowing privileges.

5. Fines and Fees:

The overdue charge for each kit and piece of equipment is **$10.00 per day.** After 24-hours overdue the equipment is considered lost or stolen, and you will be billed for the replacement cost* as determined by the appropriate University Department and a $15.00 lost item processing fee for each kit/item. *See replacement cost list provide by University Department.

*I understand and agree to abide by the terms, conditions, responsibilities, and liabilities outlined above.*

Name: _________________________________________ Pitt 2P ID Number: __________________________

Please print __________________________ (2P000....)

Signature: __________________________________________ Date: __________________________