

Clayton State University Library

Policy Name: Equipment Use

Effective Date: May 23, 2016

Review Date: August 11, 2021

Policy

To support the technology needs of its students, faculty and staff it is the policy of the Clayton State Library to circulate equipment for short term use to fully authorized library users.

- Fully Authorized Library Users
 - Clayton State University students, faculty and staff are fully authorized Library users.
- Check out
 - Equipment is available for check out from both service desks on each floor of the library. Laptops are loaned from the Reference Desk, upper level.
 - Authorized Library users must present a valid LakerCard to borrow equipment and are not permitted to lend their ID to others.
 - Users are limited to 2 pieces of equipment at a time.
 - In person renewals are permitted based on availability.
 - Users cannot check out equipment if their account has been blocked by overdue items, lost items, or outstanding fees.
- Loan Period
 - Library Use Only
 - Borrow equipment to use in the library study rooms for a maximum of 3 hours. This includes but is not limited to: dry erase markers, erasers, and TV remotes.
 - 4 Hour Loan
 - Borrow equipment for a maximum of 4 hours. This includes but is not limited to: laptops, headphones, HDMI adapters, chargers, wireless presenters, GorillaPod stands, and webcams.
 - 7 Day Loan
 - Borrow equipment for a maximum of 7 days. This includes but is not limited to: portable DVD players.
- Returning Equipment
 - Authorized Library users are responsible for the prompt return of equipment in good condition to a staff member at the Circulation Desk or Information Desk before the end of the loan period.

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- Do not leave any equipment in the external library book drop boxes at the University Center entrance or the library building courtyard entrance.
- Fees apply for late, damaged, lost or stolen equipment. See the [Library Fees Policy](#) for more information.
- The Library reserves the right to block equipment use privileges to anyone who is repeatedly late in returning equipment or who has exhibited a pattern of misuse of equipment according to a three-strike system. See the [Library Fees Policy](#) Equipment Policy Notice for more information.