



## Equipment Checkout Policy

ITS equipment is available for checkout from the ITS Service Center in PML 109. Items are checked out during business hours of 8-5PM Monday – Friday on a 24 hour checkout return time. Specialized items may be reserved while other items are a first-come, first-served basis. (Ex. Laptops=No Reservation, PA systems=Reservation, Digital Cameras=Reservation, etc.). **Certain items available for checkout are not allowed to be used outdoors.** PA Systems, Data Projector, and CD Players are not rated for outdoor use.

To checkout equipment you must have a VALID current Truman ID, and must read and sign the [Equipment Borrowers Agreement](#). This agreement will remain on file for the remainder of the semester.

Laptops available for checkout through ITS come preinstalled with the same software that is available on the PC's in the computer labs. Laptops are installed with a system restore program that reinstalls the system to default settings after reboot. **DO NOT save any data to the local hard drive because it will be deleted after reboot.** You must save your files to a network drive or removable media before returning it to the ITS. There is a local drive K:\ available on the system to work on data when not connected to the network, but the K:\ drive will be formatted when returned to ITS. ITS does not assume any responsibility for files left on the hard drive.

You are responsible for loss, theft, or damage to equipment and accessories. **DO NOT LEAVE EQUIPMENT UNATTENDED.**

### LOAN PERIODS

One checkout of the same item within 48 hours.

24 hour checkout from the time the item is checked out. Friday checkouts are due the same time on the following Monday. No renewals.

### FINES/CHARGES

All fines and charges will be attached to the user's Truman billing account and will result in loss of checkout privilege until fine is paid.

-Late return fee: \$10 per business hour per item and \$1 per hour after business hours.

-Missing items from equipment cases: \$10 minimum per item (ex. A/V cables, remotes, memory cards). Items with values greater than \$10 will be charged the replacement value (ex. Chargers, adapters, etc.).

-Replacement cost for lost, stolen, or unreturned items: **up to \$1500 for laptops, \$500 for digital video cameras, \$600 digital SLR camera, etc.**

-Damage charges will be assessed based on the actual repair cost

If you have outstanding ITS fines, you will not be allowed to check out equipment until the fines are paid. Under no circumstance will an individual be allowed to check out an item for another individual. Sole responsibility of the equipment lies on the individual checking out the item.