

Equipment Policy

Laptops and Other Equipment Services

Sponsored by the JFK Library, MMC, and Student Tech Fee Committee (STFC)

The purpose of this policy is to define who is eligible to use student-funded multimedia equipment and outline a service policy to facilitate and systematically provide consistent use.

The purpose of the equipment funded through the Student Tech Fee Committee is to provide access for EWU students to equipment that supports their classroom activities. The purpose of this equipment is not to support faculty or staff activities, or ongoing classroom technological support. Funding for checkout equipment is made possible by the STFC grant awards, and as such is governed by RCW 28B.15.051.

Assumptions:

- Equipment is for student use.
- There is not enough equipment for every student.
- The Library and the MMC operate the services and integrate them with the Library policies and procedures, and with jointly written policies with the STFC.
- This policy supersedes past GACL and Library policies and usage parameters.

Definitions

- “Students” are defined as those currently enrolled at EWU who have paid their quarterly tech fee **and** present their current EWU ID card upon checkout.
- “Other equipment” is equipment other than basic laptops purchased with STFC funds. Examples are: digital cameras, digital projectors, handycams and multimedia laptops.

Policy Points:

- Current EWU students may use equipment on a first come, first serve basis. They are to be guided by the borrowing agreement they must sign, and the University Acceptable Use policy for electronic equipment and media.
- Due to limited equipment and high demand, renewals are not permitted. Other equipment, if available at the time of return, may be borrowed.
- Students are subject to overdue fines, replacement costs and other sanctions as outlined in the Library Circulation policy, as well as the laws and administrative code of Washington State governing the use of state property.
- In general, students are limited to one of each kind of equipment per ID card.
- Student Tech Fee Funded equipment is for student use only. RCW 28B.15.051 stipulates that the technology fee monies be used “exclusively for technology resources for general students use.”

Use of Student Tech Fee funded equipment is not available for faculty and staff use. Student-funded equipment is not intended to support administrative or athletic activities.

- There is no equipment checkout anytime the automated library system becomes unavailable, such as during a power outage.

Requirements

Current EWU ID and payment of Student Tech Fee are required.

In case of obscured, damaged or missing picture on the EWU ID, an additional picture ID will be requested. This additional ID will not serve as a substitute for the EWU ID for check-out purposes.

A check-out agreement will be provided and signature by the patron will confirm his or her knowledge and acceptance of policies and patron obligations.

Sanctions and Charges on Overdue Equipment:

1. All borrowing transactions are subject to the Libraries' Circulation and Fines policies.
2. Fines and sanctions are not intended as replacement funds, but rather as incentive for timely and safe return of all borrowed equipment.
3. Fines structure:
 - All fines are non-returnable.
 - For each day a piece of equipment is overdue, the patron will be charged \$20.00 per major item up to a maximum fine of \$140.00.
 - Equipment items under \$200.00 in value will be charged \$10.00 a day, for a maximum \$70.00.
 - After the seven days, the patron will be charged a maximum fine of \$140.00, replacement costs, and a \$25.00 non-refundable service fee.
 - If an item has been overdue for more than seven days, the charges and patron information will be sent to Student Financial Service to be billed for replacement plus all fines and the service fee.
 - Cords, batteries and other accessories will also be billed if not returned before seven days of overdue status.
 - At the time of billing, the patron's name may be turned over to the Office of Student Rights and Responsibility as an infraction due to a student's failure to comply with the policy on student behavior. The Libraries restrict borrowing privileges of any person having been billed for equipment.
 - If equipment is returned in good condition after the point of replacement billing (but within 90 days of the billing date), the replacement cost will be subtracted from the borrower's library and university accounts. Fines and service charges are not refunded. Replacement refunds are not issued after 90 days from the billing date.
 - Notices will be sent as follows:

- A warning notice the 1st day overdue
- An overdue notice the 3rd day overdue
- A final notice or notice of replacement billing the 8th day overdue