

# EQUIPMENT CHECKOUT POLICIES

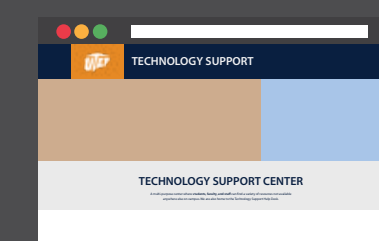
## Requirements



Must be currently enrolled and show current UTEP ID.  
Equipment may only be checked out in person and only during Equipment Checkout Desk hours.

## On the Web

Check out our website at



tsc.utep.edu

Online reservations at



equipmentcheckout.utep.edu

## Loan Periods

No renewals or extensions on any equipment (except headphones).

Patrons must wait **72 hours** in order to checkout any LIKE item.

No concurrent checkout of laptop and video camcorder allowed.

Loan periods vary by item. See website for details.

## Fines per Hour

Digital Video Camera	\$1.00
Digital Still Camera	\$1.00
Video Converter	\$0.25
Video Recorder	\$0.75
Card Reader	\$0.25
Tripod	\$0.25
Calculator	\$0.50
AC Adapters/Cables	\$0.25
Headphones	\$0.25
iPad	\$1.00
Laptop - Windows	\$1.00
Laptop - Mac	\$1.00
PA Systems (for events)	\$1.00
Microphone	\$0.50
Projectors	\$1.00
Screens	\$0.50
External Hard Drives	\$0.25
USB DVD Drive (RW)	\$0.25

## Equipment Checkout Fines



Fines begin to accumulate as soon as items are overdue, including after the center closes. Fines take up to 24 hours to post in your UTEP account. Payments take up to 24 hours to post in the Equipment Checkout system.



No checkouts are allowed until fines are paid.



A fee will be charged to repair/replace damaged equipment and/or missing accessories.



Replacement costs for lost or stolen equipment will be charged to the patron. For stolen equipment it is the responsibility of the patron to file a theft report with the UTEP Police or El Paso PD.



Requests to "Appeal a Late Fine" do not result in automatic removal of fines and must be submitted within 2 weeks of charge.

## Patron Responsibilities

Safeguard all Equipment Checkout resources.

**All equipment is loaned for academic purposes only.**

Charges are given for all loss, damage, or missing accessories.

*Erase all personal data before return.*

Do not download copyrighted material (i.e., photos, videos, etc.).

Report and return any faulty equipment immediately.

Equipment (except headphones) may be taken off campus, but is NOT to be taken out of the city or the U.S. (i.e. Mexico).

Failure to comply with TSC Equipment Desk Policies will result in **permanent suspension of Equipment Checkout Privileges.**

"I forgot" and "I didn't know" are not acceptable excuses.

More than 3 late returns will result in a temporary one semester suspension of Equipment Checkout privileges, regardless of justification or appeal.

Read all emails from the [EquipmentCheckout@utep.edu](mailto:EquipmentCheckout@utep.edu)

## Equipment Overdue More Than 48 Hours



**IT IS STRONGLY ADVISED TO RETURN EQUIPMENT ON TIME.**

A charge is applied for the entire replacement cost of the equipment. Charge will be removed only when the items are returned.

Equipment Checkout privileges are *suspended indefinitely.*

The **Student Affairs Office of Student Conduct and Conflict Resolution** is contacted for disciplinary action (adjudication).

The UTEP Police Department is notified for equipment retrieval.