

Equipment Checkout Desk Policies

How to Check Out Equipment

1. Patrons must be currently enrolled and have **current UTEP ID** in order to check out equipment. **University ID is always required.**
2. Equipment may only be checked out **in person** and only during posted Equipment Checkout Desk hours.
3. Reserve equipment online 24 hours a day/7 days a week at <http://equipmentcheckout.utep.edu>

Equipment Checkout Desk Loan Periods

- Laptop, Tablet, CD/DVD Drive – 3 days
 - Video Camcorder, Voice Recorder – 3 days
 - External Hard-drive – 5 days
 - Projector/Screen – 2 days
 - Calculator, Microphone, Video Converter – 1 day
 - Cable Adapter, Card Reader, Headset – 3 hours
1. **No renewals or extensions** on any equipment (except headphones). Patrons must wait **72 hours** in order to re-borrow any LIKE item (i.e. laptops and tablets are considered like items).
 2. No concurrent checkout of laptop & video camcorder allowed.

Equipment Checkout Fines

1. Fines begin to accumulate as soon as items become overdue.
2. Overdue fines accrue by the hour, including hours after the center closes, until the maximum fine per item is reached.
3. Different equipment items have different fine rates. Fines for individual items are calculated independently.
4. A fee will be charged to repair or replace damaged equipment and/or missing accessories. No exceptions.
5. Lost or stolen equipment will result in a replacement charge. Patrons must file a theft report with UTEP Police.
6. Fines take up to 24 hours to post in your UTEP account. Payments of fines take up to 24 hours to post in the Equipment Checkout system.
7. No checkouts are allowed until fines are posted as paid.
8. Requests via “Appeal a Late Fine” do **not** result in automatic removal of fines.
9. “Appeal a Late Fine” must be submitted within 30 days of charge.

Equipment Checkout Patron Responsibilities

1. Safeguard all Equipment Checkout Desk resources.
2. **All equipment is loaned for academic purposes only.**
3. Charges are assessed for all loss, damage, or missing accessories.
4. **Erase all personal data before return.** UTEP is **NOT** responsible for personal data and/or software left on the equipment.
5. Do not download copyrighted material (i.e., photos, videos, etc.).
6. Report any faulty equipment and return it immediately.
7. Equipment (except headphones) may be taken off campus, but is NOT to be taken out of the city or out of the United States (i.e. to Mexico).
8. Failure to comply with TSC Equipment Checkout Desk Policies will result in **permanent suspension of Equipment Checkout privileges.**
9. “I forgot” and “I didn’t know” are **not** acceptable excuses.
10. Frequent (i.e. more than 3) late returns or reservation “no-shows” will result in a temporary one semester suspension of Equipment Checkout privileges, regardless of justification or appeal.
11. Read all emails from the Equipment Checkout system.

Equipment Overdue Longer than 48 Hours

1. A charge is applied for the entire replacement cost of the equipment. This charge will be removed only when the item is returned.
2. Equipment Checkout privileges are **suspended indefinitely.**
3. The **Student Affairs Office of Student Conduct and Conflict Resolution** is contacted for disciplinary action (adjudication).
4. The UTEP Police Department is notified for equipment retrieval.

Only the Equipment Checkout Coordinator or Manager can override policy terms. Checkout renewal or extension is not permitted on any equipment. Phone calls and emails about late return do not automatically excuse or reduce late return fines.

Hours of Operation

Monday-Friday	7:00am - 8:00pm
Saturday	9:00am - 2:00pm
Sunday	12:00pm - 5:00pm
Holiday hours will be posted	