

# Equipment Checkout Policies

## Requirements

- Must be currently enrolled.
- Must present UTEP Miner Gold Card.
- Equipment may only be checked out in person and only during Equipment Checkout Desk hours.
- Patron must read all communication from [EquipmentCheckout@Utep.edu](mailto:EquipmentCheckout@Utep.edu).

## Loan Periods

- Loan periods vary by item. See the website for details.

## Fines

- Fines are \$1.00 per hour.
- A non-return fine is applied to your account if equipment is not returned after two weeks.
- Fines begin to accumulate as soon as items are overdue, and fines take up to 24 hours to post in your account. Payment takes up to 24 hours to post in the equipment checkout system.

## Appeal a Late Fine

- Request to appeal a late fine does not result in automatic removal of fines.
- Appeals must be submitted within 2 weeks of charge.

## Patron Responsibilities

- Safeguard all Equipment Checkout resources.
- Equipment is loaned for academic purposes only.
- Charges are given for all loss, damage, or missing accessories.
- **Report and return any faulty or damaged equipment immediately.**
- Stolen equipment. It is the responsibility of the patron to file a theft report with the UTEP Police, or El Paso Police.

## Non-returned equipment

- It is strongly advised to return equipment on time.
- A charge is applied for late items and hold will be placed on the patron.
- The Student Affairs Office of Student Conduct and Conflict Resolution is contacted for disciplinary action (adjudication)
- The UTEP Police Department is notified of non-returned equipment.