TREXLER LIBRARY EQUIPMENT CIRCULATION POLICY

DeSales University Students, Staff, and Faculty may borrow Equipment from the Circulation Desk for IN LIBRARY use only.

ELIGIBLE BORROWS

- To borrow equipment, the borrower must be a DeSales University Student, Faculty or Staff member.
- Please bring your DeSales ID for verification purposes.

HOW TO RESERVE

- All Equipment items must be reserved utilizing the online reservation system prior to use
- [Reserve the item online] – This may be done from anywhere.
- A computer is available at the circulation desk for reservations.
- You may only reserve a particular model for 120 minutes per day. That may be one two-hour period or two one-hour periods.
- To reserve multiple items with different start times, you will need to make a separate reservation for each item.

LOAN POLICY

- Equipment items are available for loan from the circulation desk.
- Multiple equipment items may be checked out simultaneously or individually
- Loan period is 120 minutes per day.
- Library Use Only
- No renewals are permitted
- Equipment may not leave the library
- Users are responsible for loss, theft, or damage to equipment. Do not leave the equipment unattended
- Equipment Items are available for checkout from opening time to 1 hour before the library closes.
- Equipment not borrowed within fifteen minutes of time reserved will be available for checkout to other library patrons.

FINES AND FEES

- Fines and fees apply to all users including students, faculty, and staff.
- Overdue fines are $2.00 for any portion of an hour if the items are not returned on time
- Failure to return the item will result in being billed for the replacement cost of the item.
- The user is responsible for the full replacement value or repair costs if the item is damaged, lost, or stolen.
- Fines and fees will be added to the patron’s library record and transferred to the student’s or employee’s Bursar account.
- The library reserves the right to bar a user from making further equipment reservations if that user consistently returns items late to the Circulation Desk.
- The equipment must be returned in its box or container. Passing the item to another student without proper check-in and checkout is not allowed. The item will stay on your account and all fines will be assessed to you until the item is properly checked-in. We want to be fair to students who have reserved the item.