FACULTY INFORMATION
ON
LIBRARY POLICIES REGARDING
STUDENT VIDEO EQUIPMENT BORROWING

Rosters & Agreement Forms
- Rosters with Banner IDs and the signed Borrower’s Agreement Forms need to be brought down to the library as a packet.
- No student can borrow without both their name appearing on a roster and their signed agreement form being on file.
- Faculty are asked not to email the rosters; the format comes out odd and requires that we modify it.

Photo IDs
- NEW POLICY: ALL students will be required to show a photo ID in order to borrow media equipment.
- As the semester progresses and library staff become familiar with students’ names and faces some staff members may forgo asking for proof of identification.
- Circulation staff may ask for a photo ID at any time during the semester if they are unfamiliar with a student and may refuse to lend equipment if a student fails to produce appropriate identification.

Charging Out Equipment
- All students are asked to inspect the equipment they are borrowing before they remove it from the library.
- Students are required to sign a slip at charge out stating that they have looked over the equipment and that all pieces are accounted for and are in good working order.
- Once the equipment is removed from the library any assessed damage is the responsibility of the borrower; therefore it is in a student’s best interest to inspect the equipment.
- Students are not required to charge the cameras before returning. Therefore, students must expect the battery in the camera to need to be charged before use, and they may not request a camera with a fully charged battery.

Due Dates & Overdue Fines
- All equipment borrowed from the library is due by 12:00 noon on the following day.
- The exception to this rule is equipment that is borrowed on a Thursday, Friday or Saturday. These items are all due on the following Monday by 12:00 noon.
• The 12:00 noon deadline for returning equipment is a guideline so that students needing equipment have a chance to borrow it by coming in after 12:00 and borrowing equipment that has recently been returned. It is understood that some classes don’t get out until after 12:00 and every effort should be made by students to return equipment in a timely manner.
• If a student needs extra loan time on equipment it is the faculty members’ responsibility to email the library to give the student permission to keep equipment longer than the overnight/weekend loan.
• Special arrangements with faculty for extended loan times will be honored with prior notification to library staff. Emails should be sent to both Donna Brice dbrice@manchestercc.edu and Malinda Johnston mjohnston@manchestercc.edu.
• Fines on overdue video equipment are $5.00 per day for EACH item charged to a student.
• Students are responsible for replacement costs due to damage, loss or theft.

Training On Use of Equipment
• It is the faculty’s responsibility to train students in the use of equipment, including cameras, tripods, microphones and memory cards.
• Students often do not know the basics, such as where the AC adapter plugs in to the camera or how to use a tripod.
• Library staff charge out the equipment; they are not trained in the use of it nor are they able to spend the time needed to train students at the busy circulation desk.

Student Add/Drops & No-Shows
• If a student drops a class or has not been in attendance for an extended period of time the library must be informed.
• Library staff will remove the student’s permission to use the video equipment and will attempt to get any borrowed equipment returned to the library.
• There is a very short time frame in which we can attempt to retrieve borrowed equipment. Once the semester is over it is often too late and there have been several incidences of students who have refused to return, or pay to replace, the borrowed equipment.