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.

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. Emails should be sent to both Donna Brice dbrice@manchestercc.edu and Malinda Johnston mjohnston@manchestercc.edu.
- Library staff will remove the student’s permission to use the video/photography equipment and will attempt to get any borrowed equipment returned to the library.

Charging Out Equipment
- All students are asked to inspect the equipment they are borrowing before they remove it from the library and to sign a slip stating that all pieces are accounted for and are in good working order.
- Students are not required to charge video 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 video camera with a fully charged battery.

Due Dates & Overdue Fines
- All cameras and equipment borrowed from the library are due by closing time on the due date. In most cases, equipment is due in 2 days.
- The exception to this rule is video/photography cameras and equipment that are borrowed on a Thursday or Friday. These items are all due on the following Monday by library closing time.
- If a student makes special arrangements with faculty to keep equipment longer than the original loan period please notify library staff so we may annotate the student’s library record. Emails should be sent to both Donna Brice dbrice@manchestercc.edu and Malinda Johnston mjohnston@manchestercc.edu.
- Fines on overdue video/photography equipment are $5.00 per day for EACH item charged to a student. Fines must be paid before a student may continue to borrow equipment, and unpaid fines will result in a Banner hold on students’ records.

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 are not trained in the use of the equipment and are not qualified to fully assist student on the use of the equipment.